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ABSTRACT

Off-campus work-learning programs have developed because of a demand by students and the education community for a more relevant postsecondary education experience. The purpose of this guide is to provide information, ideas, and suggestions to enable the financial aid officer to better meet the demands of an off-campus College Work-Study Program (CWSP). There is an effort to clarify procedures in areas such as insurance, social security, payroll, and contracts, which have created a reluctance on the part of many administrators to develop or expand their off-campus program. The intent is to provide a broad sampling of methods and forms for development and improvement of programs. The models or alternatives discussed are broad and general so as to be adaptable to the variety of situations and environments found in postsecondary programs. The guide contains materials on ways to find jobs, student placement procedures, program-administration tips, issues and policy, academic credit, evaluation. Included are examples of forms which can be used for off-campus work-study, and a sampling of different types of off-campus placement that are both acceptable and unacceptable according to the federal regulations. The guide has been produced to accompany the Office of Education's CWSP Manual. (Author/JMF)

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A GUIDE TO OPERATING AN OFF-CAMPUS

COLLEGE WORK-STUDY PROGRAM

A JOINT PUBLICATION BY

THE NATIONAL ASSOCIATION OF
STUDENT FINANCIAL AID ADMINISTRATORS

AND

THE PROJECT FOR SERVICE-LEARNING
OF THE
AMERICAN ASSOCIATION OF
COMMUNITY AND JUNIOR COLLEGES

U S DEPARTMENT OF HEALTH,
EDUCATION & WELFARE
NATIONAL INSTITUTE OF
EDUCATION

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MAY 1975

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PREFACE

This publication has been developed by Fritz Edelstein as part of a Project for Service-Learning internship with the National Association of Student Financial Aid Administrators. While NASFAA has cooperated in every way possible in the collection of information, the opinions expressed are those of the author and do not necessarily reflect any official position of the Association.

The basic purpose of this publication is to expand both the availability of off-campus College Work-Study programs and the value of the work experience to the student. We hope that the suggestions herein will help bring about the achievement of these goals so that the substantial efforts of the author will have been well spent.

Richard Tombaugh
National Association of Student
Financial Aid Administrators

Michael Gaffney
Project for Service-Learning
American Association of
Community and Junior Colleges

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CHAPTER I

INTRODUCTION

The Purpose

The purpose of this guide is to provide information, ideas and suggestions to enable the financial aid officer to better meet the demands of an off-campus College Work-Study Program. Some of the ideas and suggestions will not be new but it is the intent of the guide to provide a broad sampling of methods and forms for development and improvement of programs. If the response to our questionnaire and the several conferences that have taken place during the past year are an indication of the increased interest of postsecondary institutions in off-campus programs, then there is a need for a guide that gives the financial aid administrator assistance in structuring, developing and managing an off-campus work-study. This booklet helps to clarify many of the confusing issues and topics of such a program and to improve the coordination of the "world of work" and the "world of education." This problem was voiced in the Newman Commission's Report on Higher Education: "Work-Study Programs create the illusion that the world of work is being brought into the campus experience." (page 5.) Even though this statement was directed at more than the federal CWSP, many CWS students are a part of a curricular program that blends work experience with an educational program.

The enthusiasm for the College Work-Study Program being provided by the Congress through its appropriations activities and its support for the reauthorization of the College Work-Study Program indicate a strong interest in off-campus components in Work-Study programs.

The guide is not directed at any specific type of program. Therefore, the suggestions can be used for a single campus program, as well as, statewide programs, city projects and intern programs. The models or alternatives discussed in the subsequent sections are broad and general so as to be adaptable to the variety of situations and environments found in postsecondary programs.

Excluded from the guide has been most of the technical and specific discussion covered by the Office of Education's College Work-Study regulations. In an effort to lessen redundancy, many of the obvious rules and topics have been purposefully omitted and the appropriate regulation should be referred to when developing or expanding off-campus programs.

The basic purpose of the guide, as was stated before, is to provide a resource, information, suggestions and discussions for implementing or expanding off-campus College-Work Study, especially in areas and topics which have been confusing in the past and have resulted in aid administrators not developing off-campus programs.

This guide contains materials on "ways to find jobs," student placement procedures, program-administration tips, issues and policy, academic credit, evaluation, contracts and agreements, and consortia/statewide programs. Included in the appropriate sections are examples of forms which can be used for off-campus Work-Study. Also, a sampling of different types of off-campus placement which are both acceptable and unacceptable according to the federal regulations is included.

This booklet is to be a guide and does not take the place of the Office of Education's College Work-Study Program Manual. It should be used to complement the regulations and guidelines of the Office of Education. The guide has been produced so that it can accompany OE's CWSP Manual in a three-ring binder.

Data Collection

The information, resources, suggestions and ideas used in this guide have been collected from a variety of sources or are a condensation of several different programs. There were two primary sources for the guide. One was the results of a questionnaire that was sent to each member of the National Council of the National Association of Financial Aid Administrators. The sampling was small due to limited financial resources and time. Data was also collected from persons at institutions or programs who had either been involved in several recent Service-Learning and workstudy meetings or were known to be involved in comprehensive or large off-campus programs. Several of the statewide programs and several of the Urban Corps publications provided long narrative explanations on program development for off-campus College Work-Study.

Other sources of information were the OE Manual, HEW and OE personnel, other material related to work-study type programs and Richard L. Tombaugh, Executive Secretary of National Association of Financial Aid Administrators.

Current Climate

Several recent national commissions including the Newman Commission and the Study Commission on Undergraduate Education and the Education of Teachers have recommended the expansion of learning experiences beyond the boundaries of the college campus. Cooperative education and less formal off-campus work-learning programs have developed because of a demand by students and the education community for a more "relevant" postsecondary education experience. This has also increased the demand on the financial aid administrator to expand his/her off-campus College Work-Study Program in order that CWS students interested in receiving education-related work experiences receive them through off-campus jobs. A recent curriculum

trend in postsecondary education is for students to be required to have clinical off-campus experiences during the year and many of these students receive financial assistance.

Thus, the area of responsibility for the financial aid director at a postsecondary education institution has broadened. It has required the director or one of the professional aid staff to be responsible for finding off-campus placements, supervising placements, developing agreements and contracts, interviewing students, scrutinizing the payroll process, and monitoring placements to make sure the jobs do not violate federal regulations. It is a difficult, time-consuming task which can be made easier if the approach to off-campus employment is positive, resources are available to the administrator, and the institution's students, administration, and faculty cooperate in the management of the program. Hopefully, the community will also be interested in this work program which benefits both employers and students.

A Rationale

There is no need to defend the need for a College Work-Study Program. However, an explanation and rationale for off-campus use needs to be given because of many adverse attitudes toward off-campus placements. The result of a study conducted by the Bureau of Applied Social Research (Columbia University, 1973), The Federal College Work-Study Program, lends statistical support for increasing off-campus College Work-Study programs. It indicates that students who participate in the off-campus program reap additional financial and career development benefits.

Since two-thirds of all the college campuses which participate in CWSP have off-campus programs, there is substantial evidence to support increased off-campus work-study, especially with programs which make an effort to integr

work and learning. For instance, twice as many CWS students who worked "on campus" rather than "off-campus" saw zero advantages to their job and 65% of the "off" compared to 47% of the "on" could cite four or more advantages to their placement. In trying to define one's career choice, which is hopefully part of the goal of work-study job, "off-campus" students felt two and one-half times more certain of their career choices after their jobs than those working on campus. Two other very interesting statistics which indicate the greater benefits of off-campus work-study are the perception of students and employers as they relate the work to skills and attitudes. Sixty-seven percent of the "off-campus" compared to 41% of the "on-campus" work-study students believed they acquired useful career skills. More astonishing is that 80% of the employers felt the "off-campus" student had developed positive work attitudes versus only 25% of the "on-campus." The results of the Columbia Study indicate greater benefits to the "off-campus" student participants and to the employers who are gaining assistance and may be training future employees. If nothing else, the data indicates a belief on the part of students and employers that the "off-campus" component of the College Work-Study program is a valuable experience which helps in making better career choices and many times integrate one's educational program and career objectives through clinical job experiences.

None of the prior discussion, however, has even mentioned the benefit to the institution from off-campus placement in the form of positive public relations about its students' and graduates' training to perform needed tasks. By improving the image of the institution, the opportunity for placing more students in off-campus jobs increases, the ability to increase the number of available positions for both work-study and non-work-study improves, and the demand for these persons expands. One program which is an example

of such a broadened base of jobs is the Virginia Plan. It is a statewide off-campus College Work-Study Program placement organization which, for every two work-study jobs created, a third job has developed which is unsubsidized. This increases the ability of financial aid officers to offer substantial financial aid to a greater number of students since federal dollars are not adequate to meet all the financial needs.

Off-campus college work-study is a benefit to the student, the institution, and the employer. This guide, through the following discussion, suggestions and examples, will hopefully be a useful resource for planning and developing off-campus CWS.

CHAPTER II

OFF-CAMPUS RESOURCE AND JOB DEVELOPMENT

Nine Suggestions

A key problem in initiating, developing, or expanding the off-campus component of a College Work-Study program has been the availability to the financial aid administrator of time and personnel to find jobs, to make contact, and to develop resources for off-campus placements. The findings of studies by Friedman et. al.[1] and Jennetten[2] concur that these are two of the primary obstacles in initiating or increasing off-campus programs.

The most effective way to develop and administer an off-campus College Work-Study Program is to delegate to an individual responsibility for the activity. By having an aid officer in charge of work-study, an individual can provide the time and energy to develop placements for students both on and off-campus, as well as free up time to observe many of the job environments for future planning and programming. Unfortunately, many institutional financial aid officers do not or cannot have such a specialized professional staff. Therefore, other means must be utilized to develop and/or expand off-campus placements within the parameters of available time and other responsibilities.

The crucial question is how best to make contacts in order to offer a broad number of choices to the CWS student who wishes to be placed in an

1) Friedman, Natalie, et.al., The Federal College Work-Study Program. Bureau of Applied Social Research, Columbia University. (Washington, D.C.: Dept. of Health, Education, and Welfare, Office of Education) 1973.

2) Jennetten, John, Off Campus Student Employment under the CWSP, 1974 (a dissertation).

off-campus job. The following are a few ideas to obtain resources and gain contacts for off-campus placements. The order of the suggestions is in no way based on preference or effectiveness.

1) Personal contact process. - This is the most time consuming since the aid officer must contact agencies/organizations or employers individually to find out whether jobs are available and whether they would be interested in having a CWS student. It is a long process since each contact is made personally. The job description and contract have to be subsequently negotiated. The first contact could be by phone but eventually some personal contact will have to he made if for no other reason than to observe the working environment. For a small college or university, this might be a feasible method since there are fewer students to place for work-study. But these institutions also have smaller financial aid staff. According to Jennetten's research, this is the least effective method.

2) Student contact.- This method gives the student a key responsibility for placement. By letting the individual student go out on his/her own initiative, the job(s) placement(s) will take less time of the administrator, and the chance that the job will be in an interest area of the students is greater. According to both previously mentioned research studies, work productivity and job satisfaction are increased when the student's job is in an interest area. Students must have the placement accepted by the aid officer and the final negotiations would take place between the aid officer and the agencies to make sure federal regulations for CWSP are met. The main purpose of this method is to have the students do the initial contacts and research on the job placements, thus helping to build up resources for future CWS placements.

3) Mailing/Press Release. - Even though this method sounds more like an advertising scheme, it works. Once the aid office has an idea of the the agencies, organizations and persons qualifying as CWSP employers, a general mailing is sent out to (a) invite their response as to the possibility of becoming employers, (b) invite them to a meeting for more details, (c) request them to call the office for more information and return the form, and/or (d) send back the form and students would be sent for interviews. The press release would generally state the same things but utilize the mass media rather than a general mailing. For example, Simmons College in Boston mails to all United Fund agencies to obtain jobs. They have also found out that the "Y" will create jobs at times to meet needs of students which fit their requirements, but have had insufficient funding to really implement an ongoing program. Other statewide programs in Montana, North Carolina, Virginia, and Massachusetts have used mailings, but now have the years of exposure and experience that have developed more than enough placements. Also, the programs are known so persons or agencies contact the program to offer placement opportunities. However, field work is still necessary.

4) Student Searchers. - The student searcher concept has been employed by several different institutions and statewide programs. Students, usually two or three, are hired to do the field placement work. Usually this has been a work-study placement for the students which enables the financial aid office to have on-going research for new placements, supervision and evaluation of the current off-campus jobs. Persons filling such positions should be students who have had prior experience with off-campus work-study and understand the requirements for agency, institution and student participation. Although it is not a prerequisite that students have work-study experience, it would be

helpful in placement decisions not only as to which agencies are acceptable but also with regard to the matching of students with agencies. These "Search would do all the program development including the administration of the CWSP under the supervision of the financial aid officer.

5) Administration - Faculty. - Many times persons in either of these positions are very willing, if requested, to offer their services in securing through their community and government contact positions for students. The administration and faculty of postsecondary educational institutions are many times an untapped resource for contacts and placements. This can broaden the number of job opportunities and improve dialogue within the institution. Use of institution's administration and faculty increases the opportunity to expand the program and offer credit for the experiences. Thus, the program becomes more of an institutional program than merely a financial aid office activity.

6) State Labor Program. - This is a very specialized program for a state which has a network for employment. The Labor Department's listing of agencies and continual contact on employment matters can offer a special continuing resource and communication for the off-campus program. This could be accomplished in many cities and towns which have state employment offices or state universities. However, it would only be done under the provision that none of the agencies or employers hire work-study students for normal positions or were displacing workers. The office could also be used as a place where CWS students could be listed for employers which meet federal eligibility requirements and wish to be involved in college work-study.

7) Alumni - Probably the group with the largest number of resource contacts for off-campus placements is the institution's alumni. They can provide not only a local or state listing of potential placements, but can themselves hire students for term and summer work-study jobs. The work by the alumni association would be for the benefit of the institution and is potentially a means to employ future graduates of the institution. Alumni would be used to contact specific groups, agencies, associates, and employers who qualify under the federal regulations as well as to obtain the necessary information for themselves to be involved in CWS if they are associated with a non-profit group, public or governmental agency.

8) Re-hire.- A mailing should be sent out to all previous off-campus employers to afford them the opportunity to express an interest in using CWSP students again. There should be at least two mailings which cover term jobs and summer jobs. These mailings should be completed far enough in advance to allow for adequate program planning by the financial aid office last minute changes or alterations in the jobs available list.

9) Statewide Coordinators.- For a statewide program, one of the best ways to identify jobs for CWS students for term time and the summer is to hire individuals whose primary responsibility is to find qualified placements and supervise (to some extent) the students placed in these jobs. North Carolina PACE project has two persons who are employed to continually develop resources for the statewide off-campus program. The benefit of such a group of persons is the development of a systematic approach to job identification and placement. Also, agencies and organizations learn about the CWS program for future reference, when they immediately employ a student. These individuals could fit in very easily with an established alumni network organization.

The previous nine suggested resource development and placement methods can be used separately or in many different combinations. While not the only methods available, they are, in general, the broadest and most widely used to obtain job placements for off-campus college work-study programs. It is important to note that the research done by Jennetten shows that the aid officers who received input from a committee of faculty, administrators and students tended to have a greater level of off-campus employment. And those aid officers who had students on a financial aid policy-making committee had the highest degree of off-campus employment.[3] When a cooperative effort regarding policy and decision-making is made, there seems to be a more favorable climate to expand off-campus employment. Several of the suggested methods would, when combined, work in a complementary cooperative manner to expand the off-campus effort and build a communication network that would more than likely benefit the institution beyond the off-campus CWSP placements.

The following four institutional examples have different approaches to off-campus CWS job development. An effort has been made throughout the booklet offer a variety of types of programs and institutions by taking sample forms fr public and private institutions, Urban Corps and statewide programs.

1. Ball State University - bases its job development on the two attached letters. (p. 14-15)
2. Montana State University - the preliminary college work-study questionnaire asks the prospective employer to identify and classify potential jobs. (p.16)
3. Simmons College - a simple one-page form to identify off-campus employment. (p. 17)

3) Ibid. p. 89.

4. State of Washington - this form is a final agreement which identifies specific jobs eligible to be filled by students participating in the CWSP. (p. 18)

BALL STATE UNIVERSITY MUNCIE, INDIANA 47306

STUDENT AFFAIRS
Office of Student Financial Aids

It is time to begin planning for the summer employment of Ball State students under the Federal College Work-Study Program. We are looking forward to another successful program this summer.

The College Work-Study Program provides funds for Ball State University to arrange for the employment of eligible students with public and private nonprofit organizations. The work done by these students must be in the public interest. Enclosed is a sheet describing the program. If you desire to participate, please notify us and include the approximate number of Ball State students you wish to employ.

As you discuss employment on this program with any of our students, remind them that they must complete a financial aid application no later than March 1, 1975. Our office will determine the eligibility of students for work on this program with PRIORITY GIVEN TO STUDENTS DEMONSTRATING THE GREATEST FINANCIAL NEED. If you are interested and we have any qualified students from your area seeking employment, we will refer them to you during the Spring.

You are expected to discuss the position with the student and make the hiring decision once the student is determined to be eligible. Hourly wage rates are to be determined by you and can range from $2.00 to $3.25 per hour depending on student qualifications and past work experience.

Additional information and the necessary forms will be sent to you as the summer approaches.

Sincerely yours,

John H. Starnes

John H. Starnes
Assistant Director
Student Financial Aids

JHS:rms

Enclosure

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WS6

BALL STATE UNIVERSITY MUNCIE INDIANA 47306

STUDENT AFFAIRS
Office of Student Financial Aids

We will soon begin the process of referring eligible students to you for possible full-time employment on our 1975 Summer Federal College Work-Study Program. The students employed by you must have applied for financial aid and must be eligible to participate in the program as determined by this office. PRIORITY WILL BE GIVEN TO STUDENTS DEMONSTRATING THE GREATEST FINANCIAL NEED.

You are expected to discuss the position with the student and make the hiring decision once the student is determined to be eligible. Hourly wage rates are to be determined by you and can range from $2.00 to $3.25 per hour depending on student qualifications and past work experience.

Enclosed are materials which are needed if you plan to employ Ball State students during the summer on the program. Please sign and return one copy of the agreement form as soon as possible. When you have selected the Ball State students you intend to employ, complete the authorization form and return it to this office. Keep one copy for your records.

The official closing of the Spring Quarter at Ball State is May 23, 1975. Autumn Quarter begins September 9, 1975. Consequently, students employed by you this summer on the Federal College Work-Study Program may not begin work until May 24, and may work through September 8, 1975. Instructions regarding payroll procedures will be sent to you prior to the summer employment period and after we have received the Federal College Work-Study Program Agreement AND the Student Employment Authorization Form.

Sincerely yours,

John H. Starnes

John H. Starnes
Assistant Director
Student Financial Aids

JHS:rms

Enclosures

A2
WS7

MONTANA STATE UNIVERSITY
BOZEMAN, MONTANA 59715
PRELIMINARY COLLEGE WORK-STUDY QUESTIONNAIRE

Employer:_____ Telephone No._____

Address: _____
street city state zip

Person or persons hiring Work-Study students: _____

_____

Person or persons that will handle the Work-Study payroll and to which all communications should be mailed: _____

_____

List jobs available and estimated hourly wage:

	CLASSIFICATION	NUMBER	HOURLY WAGE
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____

Length of summer work period (example: June 3 through September 1): _____

_____

Age limitations for hiring, if any: _____

Please state the days and hours student will be working: _____

_____

List any other qualifications or requirements necessary for employment:

_____ _____

_____

This questionnaire has no contractual significance. It is designed to permit Montana State University, the coordinating agent for the Montana College Work-Study Program, to prepare for the coming programs and to insure that the proper persons receive our materials. Please return this form at your earliest convenience to:

College Work-Study Program
Montana State University
Office of Financial Aid
Bozeman, Montana 59715

Return to:

SIMMONS COLLEGE
Student Financial Aid Office
300 The Fenway
Boston, Massachusetts 02115
738-2113

Federal College Work-Study Program Application
(Please complete a separate application for each job category)

I wish to make the following position(s) available to Simmons students eligible for participation in the College Work-Study Program. I understand that this work must not displace any presently employed workers nor impair any existing contracts for service. In compliance with the Civil Rights Act of 1964, I am willing to accept candidates for positions regardless of race, color, or national origin.

Simmons Department or Off-Campus Agency _____

Address _____

_____ Telephone _____

Location - MBTA Directions _____

_____

Title of position _____

Qualifications _____

_____

_____

_____

_____

Students requested for: Fall/Spring Program _____ and/or Summer _____

Approximate dates of employment _____

Number of hours per week _____ Number of students needed _____

Recommended hourly rate (for off-campus agency) _____

Name and title of supervisor _____

Indicate typical hours students might be asked to work:

	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Total
8am - Noon								
Noon - 6pm								
Evening								

Please enclose brochure or brief description of organization and functions.

Date _____ Signed _____

Title _____

FOR OFF-CAMPUS EMPLOYERS: IF I HIRE A WORK-STUDY STUDENT, I UNDERSTAND THAT I WILL BE BILLED FOR 20% OF EACH STUDENT'S SALARY PLUS THE EMPLOYER'S SHARE OF SOCIAL SECURITY AND WORKMEN'S COMPENSATION.

STATE OF WASHINGTON College Work-Study Program

In accordance with the foregoing Agreement dated , 19 , of which this is a part, the effective dates of the Agreement are for the period , 19 , to , 19 , and include the positions with this Organization as listed below.

The positions listed have been created for the State Work-Study Program, and may be filled only by students eligible to participate in this program.

Job Title _____ Suggested Hourly Wage _____

Number of Positions _____ Job Description _____

_____

_____

Minimum Qualifications _____

Job Title _____ Suggested Hourly Wage _____

Number of Positions _____ Job Description _____

_____

_____

Minimum Qualifications _____

Job Title _____ Suggested Hourly Wage _____

Number of Positions _____ Job Description _____

_____

_____

Minimum Qualifications _____

By: _____ (signature)
Name of Organization's Representative

_____
Date

CHAPTER III

THE PROCESS OF PLACEMENT

Seven Suggestions

Reading materials developed by financial aid offices suggest several basic approaches to placing students in off-campus jobs. There is little need for any discussion of the simplest process -- that being the assignment of an individual to an institution, organization or agency.

Several alternatives can be implemented when the process is based on the concept of student or constituent involvement in the selection process. A pervading feature in some of the larger, more successful, off-campus programs is the policy to try to meet the education or career-related interests of the student in off-campus placement. Therefore, it is advantageous for the aid officer to utilize the skills and interests of the constituents to find jobs for themselves (as described in several of the examples in the previous chapter).

1) Job Fair - The financial aid office would sponsor a fair which included all potential off-campus employers. The fair would be held at the beginning of the term or prior to summer vacation. Every eligible student receives notification of the fair and the time he/she is scheduled to visit booths in search for a placement. The schedule is determined by the number of hours one has completed and priorities are set in descending order of hours. According to Bronx Community College, this process takes approximately one half-hour to 45 minutes. There would be at least two counselors in the room to help students choose categories and jobs prior to reading specific job descriptions or interviewing with prospective employers. The choice of jobs is left to the students and, with more positions available

than students to fill them, there is a greater potential for the meshing of jobs with student interest. Over a six day period the college was able to pla 500 students, whereas in the past it took two months with five counselors working full time to do so. Counselors are then available during the following month to do follow-up interviews, observe students and develop additional placements. Bronx County showed as part of the job fair an institutional video-tape which was used as a preliminary counseling device. This fair enabled the financial aid office and employers to fill jobs quickly and to have personal contact with the students.

2) Student Interviews. - For the interview situation, the student either finds a job and negotiates it, or selects a job from a listing provided by the financial aid office or the student employment office which many institutions have and use as a placement service for the financial aid office Students make appointments with two or three agencies or organizations for interviews. After completion of the interviews and a mutual decision between the employer and student on employment, the necessary contracts and agreements would be signed. The purpose of the interview process is to (1) acquaint the student with the agency; (2) acquaint the employer with the student, and (3) provide information to give an opportunity to the student to select the CWS job.

From the several programs on which information was received, there seemed to be a very favorable reaction to the process by the institution, employer and student. Some pressure is removed from the financial aid officer in finding and negotiating a placement. The aid officer's responsibili in the process is the development of a job list and the final contractual arrangements. This decreases as an off-campus program gains years of experi-

ence with the process and employers. Initially, as in any program, each task is time-consuming until a familiarity with the process and parties is developed.

This process is usually used for summer placement for the student because it is easier for the student to find jobs away from the institution than the financial aid officer who does not have enough free time to find such placements unless they are relatively close to the institution.

3) Listing. This placement procedure would have the students participating in the off-campus CWS program select from a list of jobs. The job list could have been collected from any one of several of the ways described in the previous chapter. The list would be available in the financial aid or student employment office, whichever is in charge of the employment for students receiving financial aid. The student must select jobs from the list and the accompanying job descriptions since there is no opportunity for an interview or interaction with the prospective off-campus employer.

4) Orientation. This would be similar to the job fair but the potential off-campus employers would make presentations to groups of CWS students. The coordinator of CWSP arranges to have groups of employers come to the institution to speak. Usually the groupings are made by "Services" or "Category." Similar agencies or programs would come on the same day(s) to describe their organization's purpose, interests and jobs as well as answer questions from the students. Students would sign up for off-campus work after the program in accordance with their interest areas. A student could not sign up for more than three different group presentations. The number of students attending each session would also be limited, depending on the number of organizations making presentations and the number of available positions. There should always be more students than positions. It is possible for time

to be allotted for interviews. Students would then make a selection of which job they wanted but would have to select one or two alternatives. This whole procedure should take place over a short period of time. Therefore, it will be necessary to have concurrent sessions of different categories or services but each organization would make the same presentation only twice. This type of placement process can take place either at the beginning of the term or at the end of a term prior to summer vacation.

5) Student Campus Interview. - This placement procedure has a fellow student employed in the financial aid office (possibly a CWSP student as described in the previous chapter's "Students Searchers" example) conduct an interview with the CWSP student. "This interview will screen students for specific job skills or work schedules as described in a job listing. Interested students are referred to an agency and the employer selects from these students."[4] The procedure would be most effective if the student interviewer had been the individual who helped develop this job placement or was familiar with it through supervising previous work-study students. Similarly, the experience would be beneficial for a financial aid officer who was an interviewer. An alternative in this process would be that the selecti would be made on the basis of the interview.

6) Program Placement. - This placement process is primarily oriented to students involved in programs which try to integrate one's educational interests with work experiences, and where academic credit is received for this experience. This could be an intern, cooperative education or a University Year for ACTION (UYA) program placement. According to the federal regulations, Work-Study students may participate in these programs and obtain credit for their work experience whether as part of a formal

4) CWSP Manual, Portland State University, p.3.

program or one developed specifically for the student since he/she has a work-study job. In this situation, the student would be a participant in the placement decision-making process to best meet his/her educational/ career interests. Usually, this takes a format similar to either the "Orientation" or "Job Fair" or "Student Interview" in which the students meet someone from the agency to discuss the placement and the specific job. In some instances as in cooperative education, the students are involved in the development of the job and in its description, which is also possible in the "student interview" process. This would definitely be in the interest of the student. All of these positions would eventually have to be cleared by the financial aid officer. For such programs it must be made clear that the employer would be subsidized for only the period of time covering the need and then the student would be paid fully by the agency or the organization, subject to overawarding limitations imposed by USOE.

Several institutions have used college work-study monies for students participating in the UYA program. Some of the institutions which have had a significant number of CWS students participating in their UYA project are University of Utah, Central State (Ohio), Wichita State University, Texas Southern University (Houston), El Paso Community College, California State University, Fresno State, Glassboro State (New Jersey), and Livingston College of Rutgers University. Each has developed a formula to balance CWS wages and the monies paid to the student for their UYA work.

7) Statewide Urban Placement.- Another form of placement would be that involving a statewide off-campus CWSP, as in the states of Virginia, North Carolina, Montana, Georgia, and Arkansas, or in urban areas which have Urban Corps projects. This is a slightly different type of placement process since the program scope is the whole state or urban area. The program or project provides the service for more than one institution. (This will be

discussed in Chapter IV. In essence, this process is a cooperative venture for several institutions, as in the Virginia Plan, which has forty participating institutions. The project has a centralized office which takes responsibility for managing and administering the total CWS program.

It is possible to use a combination of these methods, as in the resource and job development examples, to find the best jobs for the CWS student. Several of these processes complement each other and can be altered slightly to combine the benefits of each. The purpose of offering several choices is to enable you, the financial aid officer, to make the decision as to what is the most convenient and viable approach to placing students participating in your College Work-Study program, especially those wanting off-campus placements.

The general information forms offer a brief but comprehensive explanation of the CWS program and regulations controlling student and employer participation.

1. Simmons College - College Work-Study Program
   General Information (p. 25)

2. Montana State University (pp. 26, 27)

SIMMONS COLLEGE

COLLEGE WORK-STUDY PROGRAM

GENERAL INFORMATION

The Federal College Work-Study Program was designed by the Federal Government to provide employment opportunities for college students who are in need of the earnings from part-time employment in order to pursue a course of study at an institution of higher education. This program enables students to earn money during the academic year and/or summer to help defray their college expenses. The Office of Student Financial Aid is responsible for determining the eligibility of all students who apply for work under this program. Job placement, hours of work, and rates of pay are also handled by the Student Financial Aid Office. Some features of the Work-Study Program are as follows: -

1. Students must be accepted for enrollment as a full-time or part-time student at the institution or in full or part-time attendance.

2. Students must be U.S. citizens or permanent residents thereof.

3. Students must be in good academic standing while employed under the program.

4. Students are awarded a gross dollar amount to be earned during a given period of time, i.e. September - May or June - August.

5. Students are able to work up to a maximum of 20 hours a week when classes are in session, and up to 40 hours a week during vacation and intersession periods.

6. Employment must be with a non-profit agency, either public or private, and duties performed may not be directly involved in religious and/or political activities.

7. Positions for College Work-Study students may not displace regular employees.

8. The Federal Government pays 80% of the salary and the employing agency pays 20% plus fringe benefits.

9. Pay vouchers (timesheets) for a given week must reach the Student Financial Office before 5:00 p.m. on the Tuesday after the end of work week in order for students to be paid on the following Monday.

10. Students may pick up checks weekly, on Monday mornings, at the Comptroller's Office Window in basement.

11. Students are not paid for Federal or State Holidays, lunch hours, or sick days, unless work was actually performed during this time.

12. It is the student's responsibility to keep a record of his or her earnings so as not to exceed the College Work-Study Award.

13. Students must inform both the employer and the Work-Study Co-Ordinator in the Student Financial Aid Office when they plan to terminate their jobs or transfer to another position. Failure to do so may result in the cancellation of College Work-Study Award.

14. Students should inform Work-Study Co-Ordinator of any difficulties during their employment.

OFFICE OF STUDENT FINANCIAL AID
AND EMPLOYMENT
Room 205 Montana Hall
Montana State University

COLLEGE WORK-STUDY PROGRAM ACADEMIC YEAR 1974-75

1. What is the purpose of the program?

The purpose of the program is to provide you with the opportunity to find part-time employment so that earnings received by you may be used to assist in meeting your academic year expenses such as books, fees, room, and board. Federal grants are made to Montana State University to enable us to create job opportunities for eligible students such as yourself.

2. What jobs are available?

A surprising variety of jobs are found among the job openings on file with the Office of Student Financial Aid and Employment. In addition to the usual clerical and manual type job positions, there are many that require special skills.

3. How do I find a job?

During the academic year most campus departments and offices and several local off-campus agencies employ Work Study students. While the Office of Student Financial Aid and Employment will not place you directly in a job position, it does maintain a bulletin board (Room 205 Montana Hall) listing job openings and other related information. It is your responsibility to locate and apply for a job by contacting a participating employer. You may apply to any number of employers in order to obtain a job commitment.

4. What is the Certification card?

The certification card identifies you as an eligible Work-Study employee. This card should be shown to each Work-Study employer with whom you interview. If you accept a Work-Study job, complete all 3 parts of the certification card and give the card to your employer. DO NOT DETACH ANY OF THE 3 PARTS. Your employer will return the certification card to the Office of Student Financial Aid and Employment.

5. How long is the program?

For most of you, the 1974-75 Academic Year Program is an eight (8) month program from September 23, 1974 to May 30, 1975. You may seek employment at any time during this eight-month period. Even though you have been certified eligible to participate in this program, you are under no obligation to seek employment should you decide you do not want to work.

6. How many hours per week may I work?

Although Federal regulations permit you to work 40 hours per week, it is suggested that you only work an average of 15 hours per week. The number of hours you will work while classes are in session will depend a great deal upon your class schedule and the needs of your employer.

7. What about wages?

Wages are a matter for agreement between you and your employer. Minimum pay under the program is in accordance with current wage and hour regulations; the maximum pay is $3.00 per hour. Hourly rates in excess of $3.00 must be approved by the Director of Financial Aid. You will be paid under "an hour's-pay-for-an-hour's work" arrangement.

8. How much can I earn?

You may not gross more than the authorized award amount indicated on your certification card. Once this amount has been earned, you are no longer eligible to be employed under Work-Study. If on May 30, 1975, you have not earned your award, any balance remaining is forfeited.

9. How am I paid?

You will be paid once a month for work performed the previous month. Payment will be made by check and will be mailed on the 15th to the address you indicate on the Employee Data Form.

10. Can I switch jobs?

Once you have accepted a job you will be expected to stay until you earn the amount of your authorized award. No change in employment may be made without the express approval of the Office of Student Financial Aid and Employment.

11. What are my obligations?

You are expected to conduct yourself as a mature adult and to deliver a full measure of work for the time you are employed. Your employer will expect from you the same regular, punctual, and efficient performance as he expects from his regular full-time employees.

The five accompanying examples of employment referral or placement forms offer a distinct variety of administrative approaches. The examples are again from several different type programs.

(1) The Virginia Program - Application and Placement Form (shown only is the first page - three carbons attached - copies go to institution, Financial Aid Administrator, user agent and student). (p. 29)

(2) Simmons College - One-page placement form (p. 30)

(3) Ball State University - letters of request and confirmation (pp. 31,3

(4) Boston University - Referral Authorization (first page shown has one carbon page) (p. 33)

(5) Bronx Community College - Work-Study - Employment Referral (one page) (p. 34)

TYPE OR PRESS HARD SO THAT THE LAST COPY IS LEGIBLE

Form VP 3 (Rev. 9/71)

THE VIRGINIA COLLEGE OFF-CAMPUS WORK-STUDY PROGRAM
"THE VIRGINIA PROGRAM"

Application and Placement Form

A. TO BE COMPLETED BY STUDENT

Attach Federal Withholding Exemption Certificate Form W-4 or W-4E and Virginia Employee's Withholding Exemption Certificate Form VW-4

1. Name _____ Social Security Number _____

2. College _____ _____ _____
Name Address Telephone

3. Home Address _____ _____ Telephone _____

4. Age _____ Date of birth _____ Sex _____ Marital Status _____

5. In case of emergency notify _____ Relationship _____

Address _____ Telephone _____

6. Classification _____ Major _____ Average last grading period _____

Vocational interest _____

Work Experience _____

_____

Office machines or technical apparatus you can operate _____

Will you have a car available to you? _____ Period available for work From _____ to _____
Month & day Month & day

Date _____ Student's Signature _____

****

B. TO BE COMPLETED BY FINANCIAL AID ADMINISTRATOR

The above named student is certified eligible for employment under THE VIRGINIA PROGRAM to work a maximum of _____ Hours
during the period of _____ to _____ at $_____ per hour, a total of $_____ .
Month/Day/Year Month/Day/Year

Comments _____

_____

_____

_____

Date _____ Financial aid administrator's signature _____

Address _____ _____
Institution City or Post Office

****

C. TO BE COMPLETED BY THE VIRGINIA PROGRAM OFFICE

1. User Agent _____ Code _____

2. Address _____

3. Contact (Supervisor) _____ Telephone _____

4. Period of employment From _____ to _____ Total hours _____
Month/Day/Year Month/Day/Year

5. Share: THE VIRGINIA PROGRAM $_____; User Agent $_____

All copies of this form are to be forwarded to THE VIRGINIA PROGRAM. After Part C has been completed, THE VIRGINIA PROGRAM will forward copies to the Financial Aid Administrator, User Agent, and Student

SIMMONS COLLEGE
300 The Fenway
Boston, Massachusetts
02115

Student Financial Aid Office 738-2117

TO: (Agency)_____

(Address)_____

This is to introduce_____
who is eligible for employment under Simmons' College Work-Study Program and is interested in applying for the position of _____.

If you wish to employ this student, please fill in and return this form as soon as possible.

DATE:_____

_____
Work-Study Co-ordinator

Job Title:_____

Hourly rate of pay:_____

Hours per week: _____

Supervisor:_____

Telephone:_____

Starting date:_____

Terminal date:_____

Maximum gross earnings limit:_____

Signed_____

Title_____

Address_____

_____

Date_____

FOR OFF-CAMPUS EMPLOYERS: It is our understanding that the Agency will be billed for 20% of each Work-Study Student's salary plus the employer's share of Social Security and Workmen's Compensation.

BALL STATE UNIVERSITY MUNCIE, INDIANA 47306

STUDENT AFFAIRS
Office of Student Financial Aids

We have a limited number of summer jobs which are available with various non-profit agencies in Indiana. The jobs are available to students who will be attending Ball State University during the Fall of 1975 and who demonstrate great financial need. Our records indicate that you do plan to attend Ball State and, after reviewing your 1975-76 financial aid application, we have determined that you are eligible to participate in the Federal College Work-Study Program.

The job would provide you with valuable experience as well as earnings to help you finance your college education. You would be required to save approximately 80 percent of the net earnings to be used for educational expenses during the 1975-76 academic year. The enclosed sheet describes this program in greater detail.

You should immediately contact the agency(s) below if you are interested in working for them on the program this summer.

If you are not interested, please notify the agency(s) as well as this office so that we may refer other eligible students.

Sincerely yours,

John H Starnes

John H. Starnes
Assistant Director
Student Financial Aids

JHS:rms

Enclosure

CC:

S1

BALL STATE UNIVERSITY MUNCIE, INDIANA 47306

STUDENT AFFAIRS
Office of Student Financial Aids

This is to confirm that you have been requested by _____ for employment this summer under the Federal College Work-Study Program at a wage rate of $_____ per hour. It is expected that you will save approximately $_____ (80% of your expected earnings after taxes) for educational expenses next year. Information as to additional financial aid will be forthcoming at a later date.

Since Federal Funds are involved, there are certain conditions to be met of which you must be aware.

1. You must plan to attend Ball State University for the Autumn Quarter of the 1975-76 academic year. If there is a change in your plans, you must inform us immediately.

2. You may work no more than 40 hours per week, and cannot take more than one class during the summer.

3. You are responsible to the above agency for satisfactorily completing the duties assigned to you.

Pay checks will be issued by Ball State University according to the enclosed schedule. Checks will be mailed to your employer for distribution. The September 10 and September 24 checks can be picked up at the Cashier's window on campus.

Please complete the enclosed withholding tax forms, sign the carbon copy of this letter, and return them to this office IMMEDIATELY. A self-addressed envelope is enclosed for your convenience.

We hope that your work this summer is a rewarding experience.

_____ Student Signature

_____
John H. Starnes
Assistant Director
Student Financial Aids

S2
WS13

BOSTON UNIVERSITY

College Work Study Program
704 Commonwealth Avenue
Boston, Massachusetts 02215

REFERRAL AUTHORIZATION **PHONE: 353-3596**

To: _____ Date: _____
Of: _____ Phone: _____
At: _____

We are pleased to recommend for your consideration _____

who is eligible to participate in the Federal College Work-Study Program for the school year _____ summer _____.

The rate recommended by this office is $ _____ per hour. Maximum earnings $ _____.

Referred by _____
Placement Counselor

If this student is to be employed by your organization you must complete the section checked below. The student cannot begin working until:

1. Part one of this form has been returned to this office.
2. A tax card and data sheet are completed by the student in this office.
3. A blank voucher is issued to the student to cover the first period to be worked. (Note: Printed vouchers for the remaining pay periods will be processed after the student's first payment and will be mailed to the authorized supervisor.)

OFF-CAMPUS EMPLOYERS

EMPLOYING ORGANIZATION _____
DEPARTMENT OR BRANCH _____
HOURLY RATE _____ JOB TITLE _____ STARTING DATE _____
PHONE WHERE STUDENT MAY BE REACHED AT WORK _____
PRINTED VOUCHERS TO BE MAILED TO: Authorized Supervisor: _____
Organization: _____
Street Address: _____
City, State, Zip: _____
APPROVED: _____

BOSTON UNIVERSITY CAMPUS DEPARTMENT

DEPARTMENT: _____
DEPARTMENT CODES: _____ _____ 908 _____
unit dept. ob. code source
HOURLY RATE _____ JOB TITLE _____ STARTING DATE _____
PHONE WHERE STUDENT MAY BE REACHED AT WORK _____
PRINTED VOUCHERS TO BE MAILED TO: Authorized Supervisor: _____
Department: _____
Address: _____
DEAN OR DEPARTMENT CHAIRMAN APPROVED: _____

Part One - Processing Copy
Placement Office

Part Two - Employer's Copy

FINANCIAL AID OFFICE
BRONX COMMUNITY COLLEGE
of The City University of New York
120 East 184th Street
Bronx, New York 10468
960-8815

WORK-STUDY EMPLOYMENT REFERRAL

Date:_____

To:_____ Agency:_____

Address:_____ Phone No.:_____

_____

From:_____, Counselor, Financial Aid Program

This is to introduce_____who is being referred for

a position as a(n)_____in your Agency/Department.

With your approval the assignment will be for:

_____working hours per week (not including lunch)

@ $_____per hour

$_____gross income per week

for _____total hours

$_____gross income for academic year or summer

Note:
1) You will receive a copy of the final work authorization papers when you return this paper.

2) Students will not be paid for hours worked beyond the total listed on the authorization.

3) Please write a precise description of the student's job, sign this form and have the student return it to the Financial Aid Office.

Please Check:
☐ I, the undersigned, accept this student as assigned. Starting Date:_____

☐ I do not accept this student for the reason(s) given below.
Job Description:

Signed:_____

Title:_____

Dept./Agency:_____

_____ _____
Agency Code No. Location No.
(For Office Use Only)

CHAPTER IV

CONSORTIA/STATEWIDE PROGRAMS/URBAN CORPS

INTRODUCTION

Large off-campus programs have recently been developed utilizing a consortia concept. This means that several postsecondary education institutions with federal CWSP dollars have joined together to coordinate their off-campus programs or have cooperated with an existing coordinating agency, such as Urban Corps. Some of the programs that have been state wide have been responsible for on-campus placements as well (See Virginia Program). These consortia, statewide programs or Urban Corps provide job identification, placement, administration services and supervision for all participating member institutions and provide the necessary administrative tasks for the field employer.

These types of programs have broadened the scope and opportunities for work-study, enabled students to find placements both during the school term and the summer which meet or relate to their educational and/or career interests, and allow students to broaden their range of experiences through off-campus work-study experiences.

These programs represent a diversity of geographic areas and population sizes which give an indication that no one type of location has obstacles that prevent some type of cooperative endeavor. Depending on the purposes, interests and other influencing factors, different programs have been developed to meet the needs of the states, cities and communities. In essence, the purpose of all of these programs is as stated in the beginning of the Virginia program manual, "a cooperative service-learning-earning enterprise involving Virginia youth, public and private non-profit agencies, and institutions of higher education." These programs have tried to maximize resources to develop a wider range of placements for students participating in off-campus work-study and to consolidate the administration of CWSP.

This may not be the answer for some institutions, but it may be the best alternative of administering CWSP in the future. Each serves similar, as well as, different needs and some even have different agendas, but all have the same purpose. The value and possible implementation of some form of grouping of institutions to administer off-campus CWSP should be examined, if it only means a consortium of three or four institutions. This arrangement may better utilize the resources held by each and thus benefit the students in the long range.

There are several statewide programs, some of which are the North Carolina PACE, Virginia Program, Montana Compact, Massachusetts Interns, and Arkansas Plan. A few of the larger Urban Corps Projects are located in New York City, Chicago, Atlanta, Minneapolis -St. Paul, Cincinnati, Dayton and Detroit. (A listing of resource contacts for more information on these programs appears at the end of the guide.)

The following forms are examples of agreements made between a statewide or Urban Corps program and an institution which wishes to participate in the program, in order that its college work-study students can be placed off-campus.

1) The Virginia Program - An Agreement Between Cooperating Institutions and the Virginia College Off-Campus Work-Study Program. (p. 37)
2) Montana State University - Work-Study Institutional Agreement. (pp. 38, 3
3) Urban Corps - Sample Form of Agreement. (pp. 40-44)

Form VP 1 (71)

AN AGREEMENT BETWEEN COOPERATING INSTITUTION AND THE VIRGINIA COLLEGE OFF-CAMPUS WORK-STUDY PROGRAM

_____, enters into agreement with The Virginia College Off-Campus Work-Study Program,
(Name of Institution)
hereinafter known as THE VIRGINIA PROGRAM, for it (the latter) to administer the off-campus employment of students under the terms of this agreement and in a manner consistent with the policies and procedures of the College Work-Study Program and THE VIRGINIA PROGRAM.

I. THE COOPERATING INSTITUTION AGREES

1. To delegate to THE VIRGINIA PROGRAM the responsibility of supervising its students participating in the off-campus work-study program as required under Section 175.4 (c) of the Federal regulations governing the program.

2. To assign to THE VIRGINIA PROGRAM staff the responsibility for appropriate liaison or coordination with the State Council of Higher Education for Virginia.

3. To certify for THE VIRGINIA PROGRAM eligible students, enrolled or admitted, and to advise THE VIRGINIA PROGRAM staff of any change in a student's eligibility status.

4. To pay THE VIRGINIA PROGRAM from Federal funds 83% of total allowable compensation: 80% to defray the Federal share of student compensation and 3% as a contribution toward administrative costs

5. To forward to THE VIRGINIA PROGRAM the funds indicated in item 4 above according to the following schedule _____

_____

II. THE VIRGINIA PROGRAM AGREES

1. To identify and develop job opportunities for students and to place students in jobs consistent with the conditions of this Agreement and in the Information and Program Guide of THE VIRGINIA PROGRAM.

2. To secure appropriate matching funds as required by Federal Law, together with employer share of FICA and such other employer contributions as may be required for the administration of the program.

3. To assure that each student working under THE VIRGINIA PROGRAM will, in compliance with Virginia law, be covered by Workmen's Compensation. This relieves the Cooperating Institution of liability in cases of accident or injury.

4. To maintain an account in which Cooperating Institution's contribution toward student compensation and administrative costs can be readily identified and to provide the Institution with an accounting of its contribution toward student compensation and administrative costs at intervals specified in THE VIRGINIA PROGRAM.

5. To exercise appropriate supervision of employee-employer (User Agent) relationships resulting from students being assigned to eligible public and/or private non-profit agencies under THE VIRGINIA PROGRAM.

6. To assure the Cooperating Institution that its students will, in fact, be employed by responsible agencies with professional staff and that such students will not be employed in work for any political party or engaged in any political activity, or in any other type work prohibited by regulations governing the College Work-Study Program.

7. That upon termination of this Agreement or THE VIRGINIA PROGRAM, and following such vital audit as may be necessary, all funds remaining on deposit with THE VIRGINIA PROGRAM, which have been originally allocated to the Cooperating Institution and transferred by it to THE VIRGINIA PROGRAM, will be returned to such institution.

COOPERATING INSTITUTION

_____
(College or University)

By: _____
(President*) (Date)

THE VIRGINIA PROGRAM

_____
(R. H. Dunn, Director)

_____
(Date)

Please return the multiple copies of this form

*Or other authorized official (Please indicate title)

WORK-STUDY INSTITUTIONAL AGREEMENT

MONTANA STATE UNIVERSITY

This agreement, made this _____ day of _____, 19 ___, is entered into between _____ herein called the "Participating Institution," and Montana State University, herein called the "Coordinating Institution."

WHEREAS, the Participating Institution and the Coordinating Institution desire to enter into an agreement pursuant to the Higher Education Act of 1965, as amended, and the regulations of the Department of Health, Education and Welfare applicable thereto, in order to promote, foster and develop the College Work-Study Program, for the purpose of providing employment in work experience to students eligible to participate in the College Work-Study Program, and to enjoy the mutual benefits arising from said program; and

WHEREAS, the said program will benefit the public welfare,

NOW, THEREFORE, it is mutually agreed as follows:

FIRST:

The Coordinating Institution hereby agrees to contract with other agencies, herein called "Employing Agencies," to provide employment for students certified by the Participating Institution and accepted by the Coordinating Institution. After consulting with the Participating Institution, the Coordinating Institution will notify the Employing Agencies as to the type of work to be performed by students under this agreement, the total number of hours per week the students may work, and the total length of time the students are to be employed.

SECOND:

Students will be made available by the Participating Institution for performance of specified work assignments. Students may be removed from work on a particular assignment by the Employing Agency, the Coordinating Institution or the Participating Institution. The Coordinating Institution agrees that no student will be denied employment or subjected to different treatment under this agreement because of race, color, or national origin, and that it will comply with the provisions of the Civil Rights Act of 1964, as amended, and the regulations of the Department of Health, Education and Welfare which implement that Act.

THIRD:

The Coordinating Institution shall be deemed the employer for purposes of this agreement and shall disperse the compensation payable to students under this agreement, subject to the following terms and conditions:

(1) The Participating Institution shall pay to the Coordinating Institution 70% of the gross compensation of each student;

(2) The Coordinating Institution shall obtain the remainder of the funds necessary from the various Employing Agencies;

(3) The Participating Institution shall make its remittance payable to "Montana State University" on a monthly basis, upon receipt from the Coordinating Institution of the statement of gross compensation payable to its students for the corresponding period;

(4) The Coordinating Institution shall withhold and remit such taxes and take such other measures as are the responsibility of the employer under applicable Federal, State and local laws, and;

(5) The Coordinating Institution shall furnish to the Participating Institution such information as may be necessary for the Participating Institution to comply with the regulations of the Office of Education pertaining to the College Work-Study Program.

FOURTH:

The Coordinating Institution through the Employing Agencies will be responsible for the supervision of work performed by students participating in any project under this agreement, and will make available to the Participating Institution the names and locations of Employing Agency supervisors. The Coordinating Institution will provide to the Participating Institution a record of the hours worked during each monthly payroll period by each student.

FIFTH:

The role of the Participating Institution shall be limited to determining which students meet the eligibility requirements of the Program and to determine which students it may wish to remove from the Program.

SIXTH:

This agreement shall supersede any and all prior agreements between the Participating Institution and the Coordinating Institution regarding the mutual operation of a Work-Study Program under the provisions of the College Work-Study Program.

SEVENTH:

This agreement shall take effect on the date stated above and may be terminated at any time by mutual agreement or upon 30 days written notice by either party to the other. If not terminated, it will automatically renew itself as of July 1 each year for the ensuing fiscal year beginning on that date.

Coordinating Institution	Participating Institution
By	By
Title	Title

URBAN CORPS
SAMPLE FORM OF AGREEMENT

This Agreement, made this____day of _____, 19_____, is entered into between_____, herein called the "Institution", and the Urban Corps of the City of_____, a public organization within the meaning of that term as defined in the regulations of the Department of Health, Education and Welfare governing the College Work-Study Program, herein called the "Agency", acting by and through the_____.

WHEREAS, the Institution and the Agency desire to enter into an agreement pursuant to Title IV, Part C of the Higher Education Act of 1965 (P.L. 89-329) as amended, and the regulations of the Department of Health, Education and Welfare applicable thereto, in order to promote, foster and develop the_____Urban Corps and the College Work-Study Program, for the purpose of providing employment and work experience to students eligible to participate in the College Work-Study Program and to enjoy the mutual benefits arising from said program; and

WHEREAS, the Agency will benefit directly from its participation in the said program; and

WHEREAS, the said program will benefit the public welfare,

NOW, THEREFORE, it is mutually agreed as follows:

FIRST: The Agency hereby agrees to provide employment for students duly certified by the Institution and accepted by the Agency. Schedules to be attached to this Agreement from time to time, bearing the signatures of an authorized official of the Agency and of the Institution, will set forth the type of work to be performed by students under this Agreement, the total number of students to be employed, the hourly rates of pay, the total number of hours per week the students may work, and the total length of time the students are to be employed.

SECOND: Students will be made available to the Agency by the Institution for the performance of specified work assignments. The Agency or the Institution, either on its own initiative or at the request of the Agency, may remove students from the Agency or from work on a particular assignment. The Agency agrees that no student will be denied employment or subjected to different treatment under this Agreement because of race, color or national origin, and that it will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352) as amended, and the regulations of the Department of Health, Education and Welfare which implement that Act.

THIRD: Transportation for students to and from their work will not be provided by the Agency or the Institution.

FOURTH: The Agency shall be deemed the employer for purposes of this Agreement and shall disburse the compensation payable to students under this Agreement, subject to the following terms and conditions:

1. The Institution shall pay to the Agency eighty per cent (80%) of the gross compensation payable to each student, in accordance with the schedule or schedules attached hereto;

2. The Agency shall provide such additional funds as may be necessary for compensation of students under this Agreement in accordance with such schedule or schedules;

3. The Institution shall make its remittance payable to the_____ on a_____basis, upon receipt from the Agency of a statement of gross compensation payable its students for the corresponding period;

4. No payment shall be required to be made to students under this Agreement until the Agency receives corresponding remittance from the Institution;

5. The Agency shall withhold and remit such taxes and take such other measures as are the responsibility of the employer under applicable Federal, state and local laws; and

6. The Agency shall furnish to the Institution such information as may be necessary for the Institution to comply with the regulations of the U.S. Office of Education pertaining to the College Work-Study Program.

FIFTH: The Agency will be responsible for the supervision of work performed by students participating in any project under this Agreement, and will make available to the Institution the names and locations of Agency supervisors. The Agency will provide to the Institution a record of the hours worked during each payroll period by each student as certified by an authorized employee of the Agency. The Agency will permit the Institution, from time to time as it may request, to inspect the premises in which any student is working under this Agreement, and will review with the Institution the working conditions and job requirements of all such students.

SIXTH: Work to be performed under this Agreement will not result in the displacement of employed workers or impair existing contracts for services; will be governed by such conditions, including compensation, as will be appropriate and reasonable in the light of such factors as the type of work performed, geographical region and proficiency of the employee; and must not involve the construction, operation or maintenance of so much of any facility used, or to be used, for sectarian instruction or as a place of religious worship. Further, no project may involve political activity or work for any political party.

SEVENTH: No student shall perform work on any project under this Agreement for more than an average of fifteen (15) hours per week during any academic period while classes in which he is enrolled are in session, or for more than forty (40) hours in any other week, or as may otherwise be provided under applicable Federal law and regulations.

EIGHTH: This Agreement shall supercede any and all prior Agreements between the Institution and the Agency regarding the mutual operation of a Work-Study program under the provisions of the College Work-Study Program.

NINTH: This Agreement shall take effect_____ and shall terminate _____, and may be extended by written agreement of the parties hereto for a period not to exceed_____.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

THE CITY OF_____

By_____ (Seal)

_____

_____

By_____ (Seal)

_____

STATE OF_____)
) SS.:
COUNTY OF_____)

On this_____day of_____, before me personally came _____, to me known to be the_____of the City of_____, the person described in and who, as such_____, executed the foregoing Agreement and he duly acknowledged to me that he executed the same in behalf of the Urban Corps of the City of_____ for the purposes therein mentioned.

_____

CHAPTER V

ACADEMIC CREDIT FOR COLLEGE WORK-STUDY

One area of concern has been the issuance or achieving of academic credit while performing a work-study job. According to the Office of Education CWSP regulations and guidelines, there is no reason why a student cannot receive these educational benefits, as well as pay. Several institutions in conjunction with their CWSP allow students to obtain academic or program credit for this work experience. The primary interest of the program at Boston University is to develop with the student job experiences which try to relate his or her academic program and/or career interests with the CWS job assignment, especially at the undergraduate level. Berea College is another example of a concerted effort to relate education with job experiences. When an individual is a part of the CWSP, every effort is made to coordinate this assignment with the academic/work program. The Virginia Plan Guide Book which was developed to service off-campus College Work-Study throughout the state has described the plan as a service-learning enterprise in higher education. Although the program is primarily concerned with coordinating and facilitating the identification of jobs and placement of jobs which generate incomes to defray the costs of postsecondary education, it, too, is concerned that the opportunities and experiences made available are often related to what has been studied in class.

Another way to approach the issue is to take the service-learning concept, that of integrating education and service/work experience. Whenever possible, the CWS placement would be used to combine a learning experience for credit with work experience which was salaried. The critical point is not

whether credit can be given but whether suitable academic and supervisory arrangements can be made to maximize the value of the experience from both the perspective of education and financial aid. This is truly the only real complication in trying to combine an off-campus CWS job with a course or education program. One solution would be to allow the cooperative education or UYA component at the institution, if they exist, to carry out the supervision, or allow the faculty member responsible for granting the credit or in charge of the program in which the student wishes to participate, to be a supervisory person. Therefore, the financial aid officer can have another individual supervise the placement as well as the credit being offered.

The financial aid officer must utilize the resources which exist within the institution, i.e., students, faculty and administrators, when the CWSP work is combined with an educational program or a course for credit. Such a cooperative venture will create more support for the aid officer, improve the coordination of institutional programming, develop better communication within the institution, and expand the opportunities available for service-Learning type programs while the student is earning money to defray post-secondary education costs.

The opportunity to receive credit while participating in a CWSP exists but is considered secondary to meeting ones financial needs. However, it is implicit in the intent of the College Work-Study Program that employment, especially that which is off-campus, be related to one's educational program/major and/or career objectives as much as possible.

CHAPTER VI

ADMINISTRATION OF OFF-CAMPUS COLLEGE WORK-STUDY

Because a cloud of confusion is kicked up many times when administrative duties and responsibilities for off-campus CWS are mentioned, this chapter will focus on a variety of topics which have in the past created questions or caused problems for financial aid administrators. These questions and problems have had considerable influence in creating a reluctant attitude toward developing an off-campus work-study program at many institutions.

There are many different approaches and philosophies in administering CWS and its payroll, social security, workmen's compensation, records and reports, and contracts and agreements. This chapter will discuss some of the alternative administrative choices within each of the previous categories since institutions have individual needs that require a variety of approaches.

The first area to be discussed is agreements/contracts, followed by explanations of "who is the employer?" Other questions will also be answered. Who should be responsible for the payroll? What should the insurance policy be? Who pays for social security?

Agreements/Contracts

The contracts and agreements which are signed to formalize the relationship in an off-campus college work-study-program are the "make and break points" for success.

Contracts between the organization/agency and the institution should <u>at least</u> contain provisions covering the (a) responsibilities of the institution, (b) responsibilities of the employer, (c) payroll process, (d) hours of work, (e) stipulation of appropriate state and federal laws and unem-

ployment relations, (f) payments of workmen's compensations, social security, insurance, etc., (g) employment not to replace regular workers, (h) compliance with 1964 Civil Rights Act and (i) payment of institutions' share only from federal funds. There are other stipulations which can be added and are dependant on state laws and institutional regulations. The forms which follow are contracts which range from the very simple to the formal legal document, but all have been developed for off-campus work-study. Copies of the contract should be given to each of the three parties involved.

Another agreement which should be included in any off-campus work-study program is one between the student and the employer. This would not be a contract but an employer-employee agreement stipulating the job, its responsibilities, pay, job description, hours, supervisor, and employer-employee responsibilities. Its purpose is to define the job and semi-formalize the relationship. (See Job Description Section for more detail.)

The following forms are samples of contracts and/or agreements entered into between the institution and the agency which will employ College Work-Study student(s).

1) North Carolina PACE: PACE OFF-CAMPUS AGREEMENT - For Off-Campus Work Study. (This form has two carbon copies attached to it.) The second page attached appears on the back of the form. (pp. 49 -50)

2) Montana State University: College Work-Study - Terms of Agreement. (pp. 51, 52)

3) BALL STATE UNIVERSITY: Federal Work-Study Program Agreement. (pp, 53 -54)

4) Boston University: AGREEMENT WITH AGENCY (pp. 55 -58).

COMPLETE, SIGN, TEAR OFF ALL THREE SECTIONS OF BOTH STUBS, AND MAIL REMAINDER TO YOUR PACE REPRESENTATIVE
DO NOT REMOVE CARBONS

PACE Form 3

PACE AGENCY AGREEMENT

(For Off-Campus Work Study)

For PACE Use Only

On behalf of _____ attending _____
STUDENT'S NAME — NAME OF INSTITUTION

this agreement is entered into by _____
NAME OF AGENCY OR ORGANIZATION

of _____
ADDRESS — STREET OR BOX — TOWN — STATE — ZIP CODE — PHONE — COUNTY

hereinafter known as the AGENCY and PACE — I. N. C. (Plan Assuring College Education in North Carolina), a service of the North Carolina State Department of Social Services, hereinafter referred to as PACE this _____ day of _____, 19 ____.

PACE is an administrative and coordinating device representing participating institutions of higher learning, hereinafter referred to as INSTITUTIONS, in negotiating agreements with public and non-profit private organizations, agencies, and programs for placement of work-study students.

The AGENCY is a public or private non-profit organization or program engaged in _____
DESCRIBE THE WORK OF THE AGENCY

Under the terms of this agreement:

I. The AGENCY agrees that:

A. The student will be supervised by _____
NAME OF SUPERVISOR

_____, who will see to it that the student is given
TITLE OF SUPERVISOR

proper guidance and counsel to ensure good work habits. This supervisor will also report to PACE the hours the student has worked at the end of each week worked on the forms provided by PACE;

B. The student will work as _____ and will
STUDENT JOB TITLE

_____
DESCRIBE STUDENT'S JOB

C. The student's work shall not involve any religious activity as part of assigned duties or the construction, operation, or maintenance of any part of any facility which is used or to be used for sectarian instruction or as a place for religious worship;

D. The student's work will not involve political activity or work for any political party;

E. The student's work shall not result in the displacement of any employed worker(s) or impair any existing contract(s) for service;

F. The student shall not work longer than 40 hours in any week (Sunday through Saturday);

G. The student's work shall be performed in the interest of the general public and be work which would not otherwise be accomplished;

H. It (THE AGENCY) will comply with Title VI of the Civil Rights Act of 1964 (P. L. 88-352) to the end that no person in the U. S. shall, on the ground of race, color, or national origin, be excluded from participating in, be denied the benefits of, or be otherwise subjected to discrimination under the program of the AGENCY or as students participating in this program;

I. It (THE AGENCY) will accept liability for suits for damages incurred by the student in the performance of duties;

J. It (THE AGENCY) will accept responsibility of payment for all time worked over the authorized total number of hours;

K. It (THE AGENCY) will pay to the INSTITUTION the current matching share of the student's wage as set by the Higher Education Act, and the current rate for the employer's share of Social Security and Workmen's Compensation Insurance, as listed on STUB I below. This agency share must be mailed to the college by the day the student begins work. It is understood that no student may begin work for the agency until this share is sent to the institution;

L. It (THE AGENCY) will pay to "PACE — I. N. C." North Carolina Department of Social Services, $33.60 per student placed to cover a portion of the administrative cost in the coordination of the program, as listed on STUB II below;

M. It (THE AGENCY) will assume responsibility for payment of time for any time card not received by the PACE office before the first working day of October; and

N. It (THE AGENCY) understands that it is against Federal law for the student, family, or relative to pay the matching share.

Student named above authorized

to work _____ total hours

between _____ and _____

Signed _____
SIGNATURE OF THE ADMINISTRATIVE HEAD OF AGENCY

_____
TYPE OR PRINT NAME OF ABOVE

_____
TITLE OF ABOVE

Agency is acceptable for placement of off-campus work-study student _____
SIGNATURE OF STATE PACE REPRESENTATIVE

II The INSTITUTION agrees to:

A. Request from the U. S. Office of Education a contract and funds to provide work-study opportunities for those students it deems eligible and needful of such assistance;

B. Examine the financial records of its students to determine those students who could best utilize the type of financial aid afforded through PACE and who are eligible under the requirements of the U. S. Office of Education;

C Certify those students identified in the examination above along with new students found eligible whom the college can employ under the summer off-campus college work-study program;

D. Issue checks directly to the student upon receipt from PACE of the certification of hours worked, within six (6) weeks of the beginning of the work period and thereafter at no greater intervals than one month, provided the matching funds have been received from the AGENCY using the services of the student;

E. Pay upon billing the current per cent of the student earnings to the North Carolina Association of Insurance Agents to cover the cost of Workmen's Compensation; and

F. Return to the AGENCY at the end of the summer any unused portion of the funds provided by the AGENCY.

III. PACE agrees to:

A. Provide encouragement statewide to as many potential college students as possible to avail themselves of post-secondary educational opportunities available to them;

B. Acquaint high school guidance counselors, and any other interested parties, of programs of financial assistance generally available at colleges serving North Carolina students;

C. Not attempt to promote attendance at any one institution or type of institution;

D Make available forms necessary for administration and coordination of the PACE program;

E. Assist in the organization of local coordinating committees in an effort to provide a means of local involvement in the placement of students under the program;

F. Report to local coordinators, coordinating committees and/or interested local agencies the names, addresses and qualifications of those students from the locality who have been certified eligible by the INSTITUTION;

G. Negotiate AGENCY AGREEMENTS, which include the provisions herein, in behalf of the INSTITUTION;

H. Process AGENCY AGREEMENTS, and TIME REPORTS (PACE Form 3) summarizing the latter so as to provide the INSTITUTION with proper records and information;

I. Provide technical assistance and consultation to AGENCIES and INSTITUTIONS upon request and to the maximum practical extent; and

J. Compute the amount due from each AGENCY to the INSTITUTION for each student and inform the AGENCY and the INSTITUTION.

College Work Study — Terms of Agreement

This agreement, effective this day of , 19 , is entered into between MONTANA STATE UNIVERSITY, hereinafter called the Institution, and , hereinafter called the Agency, for the purpose of enabling qualified students to participate in the College Work-Study Program (hereinafter called Program) under the Higher Education Act of 1965, and any amendments thereto, through employment offered by the Agency under the terms stipulated hereinafter.

By entering into this agreement the Agency will receive the benefit of the services of the student or students employed and the Institution will benefit by expanding its abilities to enroll needy students as a result of the funds which such students will receive through this Program.

FIRST:

This agreement may be terminated at any time by mutual agreement or upon 30 days written notice by either party to the other. If not terminated, it will automatically renew itself as of July 1 each year for the ensuing fiscal year beginning on that date.

SECOND:

All terms used herein shall be interpreted in accordance with any definitions thereof contained in the Federal statutes and regulations (Title 45, Code of Federal Regulations, Part 175) governing the College Work-Study Program, and this agreement, in its entirety, shall be construed so as to effectuate the purposes of that Program.

THIRD:

This agreement shall supersede any and all prior agreements between the Institution and the Agency regarding the operation of a work-study program under the provisions of the College Work-Study Program.

FOURTH:

This agreement may be amended only by addendum hereto executed by authorized officials of both the Institution and the Agency.

FIFTH:

The Agency certifies that it is a (public) (private nonprofit) (strike one) organization eligible to participate in this Program and that the work performed by students participating in this Program:

(1) will be work for which the Agency's funds are available and,

(2) will not result in the displacement of the Agency's employed workers or impair its existing contracts for service and,

(3) will be governed by such conditions of employment as will be appropriate and reasonable in light of such factors as type of work performed, geographical location, and educational level and proficiency of the student and any applicable federal, state or local legislation and,

(4) will not involve the construction, operation, or maintenance of so much of any facility as is used or is to be used for sectarian instruction or as a place of religious worship and,

(5) will not involve any partisan or nonpartisan political activity associated with a candidate, or contending faction or group, in an election for public or party office and,

(6) will not be primarily for the benefit of the members of a limited membership organization, rather than the public and,

(7) will, where possible, be related to each individual student's educational objectives and background.

SIXTH:

It is agreed that the Agency shall:

(1) Provide orientation to the student with regard to hours of duty, place of duties, working conditions, briefing on safety, standards of conduct and a familiarization with Agency procedures. Such orientation shall be designed to aid the student in adjusting to the job situation.

(2) Provide the student with an explanation of his duties, performance requirements in terms of quality, quantity, methods and priorities, and the necessary basic corrective and progressive training.

(3) Provide on-site supervision of the employment activities of the students.

(4) Establish and maintain such records, including time and attendance records, and submit such reports as may from time to time be required by the Institution.

(5) Not permit any student to perform work on any project under this Program for more than 15 hours in any week in which classes in which he is enrolled are in session, or for more than 40 hours in any other week unless otherwise specified by the Institution. The Agency shall assume responsibility for payment of compensation to students for hours worked in excess of such maximum limitations.

SEVENTH:

Students will be made available to the Agency in a manner prescribed by the Institution for performance of specified work assignments. Students may be removed from work on a particular assignment or from the Agency by the Institution, either on its own initiative or at the request of the Agency. The Agency agrees that no student will be denied work or subjected to different treatment under this agreement on the grounds of race, color, or national origin, and that it will comply with the provisions of the Civil Rights Act of 1964 (P.L. 88-352; 78 Stat. 252) and Regulations of the Department of Health, Education, and Welfare which implement that Act. Subject to this provision the Agency may, after a request that a student be removed has been denied by the Institution, remove a student from employment without the concurrence of the Institution.

EIGHTH:

The agency shall have the right to control and direct the services of the student with regard to the work to be accomplished and the means by which it is to be accomplished. The Institution shall determine that the student meets the eligibility requirements for employment under the College Work-Study Program, assign students to work for the Agency, determine that the students do perform their work in fact and disperse the appropriate amounts to them.

NINTH:

Compensation for work performed under this agreement will be

paid to students by the Institution. All payments due as an employer's contribution under Montana workmen's compensation laws, under Federal social security laws, or under other applicable Federal or Montana laws, will be paid to the proper governmental authority by the Institution.

(1) At such times as specified by the Institution, but not more often than monthly, the Agency shall pay to the Institution 30% of the gross compensation paid to students employed under this Agreement. If this percentage is changed by Federal law, the Agency agrees to pay at the new rate.

(2) In addition to the payment specified in paragraph (1) above, at such times as specified, the Agency shall pay an amount equal to any and all payments made by the Institution under this paragraph with respect to Montana workmen's compensation laws, or under Federal social security laws, or under any other applicable Federal or Montana laws.

(3) In addition to the payment specified in paragraphs (1) and (2) above, at such times as specified by the Institution, the Agency shall pay to the Institution 5% of the gross compensation paid to students employed under this agreement to cover a portion of the administrative costs incurred in the coordination of this Program.

TENTH:

The Institution shall have the right to control and direct this Program in accordance with Institutional and Federal regulations. It shall establish appropriate policies with respect to such matters as the total number of students to be employed, the hourly rate of pay, and the total number of hours per week each student will be utilized. This paragraph shall not affect the right of the Agency to control and direct the activities as specified in the Eighth paragraph of this Agreement.

ELEVENTH:

It is understood that the signing of the Terms of Agreement by the parties enables the Agency to commence employment of eligible students as of the date of this Agreement.

MONTANA STATE UNIVERSITY	Agency
By	By
Title	Title

ARTCRAFT PRINTERS

BALL STATE UNIVERSITY
Federal Work-Study Program
AGREEMENT

The College Work-Study Program, a part of Public Law 92-318, makes funds available to institutions of higher education in order to reimburse selected students for a major portion of their earnings in selected jobs. Reimbursement is made by the institution to the student in lieu of actual wages ordinarily paid to the student by his employer. The law provides for a student to be employed by the Institution of higher education or by a public or private non-profit organization with the exception of those engaged in religious or political activities. The following are provisions of agreement between Ball State University, hereinafter called the INSTITUTION, and

_____,
a public or private non-profit organization, hereinafter called the ORGANIZATION.

1. The INSTITUTION shall be deemed the employer for purposes of this Agreement. It has the ultimate right to control and direct the services of the student(s) for the ORGANIZATION. It shall also determine that the student(s) meets the eligibility requirements for employment under the College Work-Study Program, assign the student(s) to work for the ORGANIZATION, and determine that the student(s) does perform his work in fact. The ORGANIZATION'S right shall be limited to direction of the details and means by which the result is to be accomplished.

2. The INSTITUTION shall (if at all possible) make applicants available to the ORGANIZATION for interview at the ORGANIZATION'S request.

3. The INSTITUTION shall reimburse the student(s) in total for all work performed for the ORGANIZATION; shall maintain records to that effect; and shall arrange with the ORGANIZATION a method of collecting the ORGANIZATION'S share which, under this agreement, shall be 20 percent of the total amount paid the student employee(s). This total amount shall be the amount determined from the information contained on the Federal College Work-Study Program Student Employment Authorization as submitted by the ORGANIZATION. (Weeks to be worked times hours to be worked per week times the rate per hour.) Any earnings exceeding the amount determined by the above formula shall be charged 100 percent to the ORGANIZATION.

4. The INSTITUTION shall advise and assist the ORGANIZATION with regard to the aspects and regulations of the College Work-Study Program.

5. Officials of the INSTITUTION may, at any time and place, counsel with the student(s) regarding employment.

6. The ORGANIZATION shall have the privilege of accepting or rejecting applicants sent by the INSTITUTION for employment and, at any time, may request that a student employee no longer be assigned to it.

(Over)

AF2
WS2

7. The ORGANIZATION shall keep an accurate daily account of hours worked by the student and shall forward to the INSTITUTION, immediately after the end of each pay period, the total number of hours worked by the student during the pay period as certified by both the student and the ORGANIZATION.

8. The ORGANIZATION shall adequately instruct and supervise the student in order to insure that the job is adequately accomplished.

9. The ORGANIZATION certifies that it is a public or private non-profit organization and does not engage in religious or political activities.

10. The ORGANIZATION shall reimburse the INSTITUTION for all payments required of the INSTITUTION under provision of the Workmen's Compensation Act or Occupational Diseases Act, as a result of the employment of a student(s) of the INSTITUTION by the ORGANIZATION.

11. The ORGANIZATION shall reimburse the INSTITUTION for all payments required of the INSTITUTION as liability for any act found to be negligent on behalf of the ORGANIZATION as a result of the employment of a student(s) of the INSTITUTION by the ORGANIZATION.

12. The student may be withdrawn and therefore discharged from employment if he ceases to be at least a half-time student as defined by Public Law 92-318 or becomes ineligible for participation due to reasons of conduct.

13. The INSTITUTION can require the student to terminate employment due to receipt of other financial aid which exceeds the student's financial need. This might be necessary without prior notice, although the INSTITUTION will attempt to notify the ORGANIZATION in advance if possible.

The foregoing are mutually agreed upon by:

INSTITUTION - BALL STATE UNIVERSITY

John H. Starnes

John H. Starnes, Assistant Director
Student Financial Aids

3/15/74

Date

The ORGANIZATION - EMPLOYER AGENCY

Name and Title

Address

Date

TRUSTEES OF BOSTON UNIVERSITY
COLLEGE WORK-STUDY PROGRAM

AGREEMENT WITH AGENCY

THIS AGREEMENT made this day of , by and between TRUSTEES OF BOSTON UNIVERSITY, a Massachusetts charitable and educational corporation hereinafter referred to as the "Institution," and

being a public organization, a governmental agency, or a private non-profit organization qualified under the Federal Economic Opportunity Act of 1964 as amended, and its regulations governing the College Work-Study Program, to provide work for eligible students, hereinafter referred to as the "Agency."

1. The Institution agrees to use its best efforts to make eligible students available to the Agency for the performance of specified work assignments upon the conditions herein set forth. The Institution further agrees to use its best efforts to supply students of proper capability but in no event shall be liable to the Agency for their acts of commission or omission.

2. It is agreed that such students shall be deemed to be the employees of the Institution and not the Agency, that the Institution shall pay the compensation to the students for the work performed, and that the Institution shall make any required income tax withholdings and shall make all payments due as an employer's contribution under State or local Workmen's Compensation laws, under State or Federal Social Security laws, or under any other laws applicable to such employees.

3. It is agreed that neither the Institution nor the Agency shall have any obligation either to provide transportation for students to and from their work assignments or compensation in lieu thereof.

4. It is agreed that the Institution either on its own initiative or at the request of the Agency shall have the right and power to remove students from work

on a specified work assignment, and that the students themselves upon reasonable notice shall have the right to quit.

5. The Agency agrees that the Institution shall supply students to work for it upon the following conditions with which it agrees to comply:

(a) No student shall be denied work or be subject to discrimination or different treatment on the grounds of race, color, or national origin, and to this end the Agency agrees that it will comply with the provisions of the Civil Rights Act of 1964 or amendments thereto and the regulations of the Department of Health, Education and Welfare which implement said Act.

(b) The Agency shall have the obligation to provide for adequate and responsible direct supervision of the work performed by students, shall provide proper working conditions and permit the Institution to inspect the premises if it elects to do so. It agrees to maintain and make available to the Institution the names of Agency supervisors authorized to sign student compensation vouchers, and to provide the Institution with a record of hours worked weekly by each student as attested to by an authorized official of the Agency.

(c) No student shall perform work which will result in the displacement of employed workers of the Agency or impair its existing contracts for services, or which will involve political activity or work for any political party, or which involves the construction or maintenance of so much of any facility used, or to be used, for sectarian instruction or as a place of religious worship.

(d) The Agency agrees that it will be responsible for following the established procedures and policies of the Institution as they may be changed or amended at any time by the sole action of the Institution with respect to the following: the recording of hours worked; the changing of job functions or conditions; the terminating of students; the changing of wage rates; and the due dates for all forms, records, reports, or information on or about the College Work-Study Program.

(e) In the conduct of its general activities and the performance of any work by students, the Agency agrees to comply with any and all applicable laws, ordinances, and regulations of any governmental body, whether Federal, State, or Municipal.

6. In consideration of the work performed by the students made available to it by the Institution, the Agency agrees to make the following payments to the Institution at such times as are agreed upon in writing or in the event of failure to agree, upon written demand of the Institution:

(a) The amount calculated to equal the Agency's share of the compensation of students employed under this agreement as set forth in the Schedules to be attached in accordance with the provisions of paragraph 7 hereof.

(b) By way of reimbursement or in advance, an amount equal to any and all payments required to be made by the Institution under State or local Workmen's Compensation laws, under Federal or State Social Security laws, or under any other such laws, on behalf of students of the Institution participating in projects under this agreement.

7. The Institution and the Agency agree that (1) a brief description of the work to be performed by students on specified projects; (2) the estimated number of students to be employed; (3) the maximum and minimum hourly rates of pay for each job; (4) the estimated number of hours per week utilized for each student; (5) the estimated length of time for the completion of the project; and (6) the total per cent of the non-Federal share of student compensation to be paid by the Agency to the Institution in accordance with paragraph 6(a) hereof, shall all be set forth and defined in Schedules attached to this agreement from time to time and shall be as legally binding on the parties hereto as if originally incorporated in this agreement, provided that they are signed by authorized officials of both parties hereto.

8. This agreement may be terminated at any time by the Institution or the Agency upon two weeks' prior notice to the other party.

9. This is an instrument under seal.

IN WITNESS WHEREOF the parties hereto have set their hands by their officers thereunto duly authorized the day and year first written above.

_____
(Name of Agency)

By: _____

TRUSTEES OF BOSTON UNIVERSITY

By: _____

Employer - The major concern surrounding the identification of the employer is with regard to the technical administrative problems of CWS payroll, social security and workmen's compensation. By identifying the employer, responsibility is then identified for these and other items. However, the ultimate responsibility to the Office of Education for program oversight remains with the institution no matter which group is identified as the employer. From a variety of off-campus literature and the questionnaires returned by NASFAA council members, the general consensus was that the institution should be the employer. Before developing any rationale, it should be noted that several institutions, including the University of Illinois, Chicago Circle, require the agency to pay the student and bill the institution for the federal share rather than for the agency to be billed for its percentage of the salary, which also varies from institution to institution (to be discussed under Employer/Federal share of compensation.)

When the word employer is used, the reference is to the person (institution or agency)dispensing the payroll. Thus, the student can be paid by either the institution or the agency for which he/she works. Formal agreements are usually drawn between the agency and the institution, but there are times when agreements are drafted with the student employee (See Contracts/Agreements for samples and brief explanations). With the institution as the employer-payroll agent (actual employer), all the administrative paper work, including the forms for the federal CWS money, is handled by one organization. While this creates greater administrative expense, it gives the institution control over the program. An immediate reaction might be to let the "job" agency have the responsibility for paying the student (collecting share from university) therefore reducing the number of forms to be handled. However, it is still the responsibility of the institution to supervise the students, allocate the federal funds, and file final reports to the Office of Education.

Another reason for the institution to be "employer" is to protect the student from salary default or non-payment. Several institutions and individual financial aid officers indicated that a problem with non-profit organizations has been their inability to pay the students (defaulting on their percentage). To ensure that the student is paid, the institution becomes the actual employer rather than the "job" employer also serving as the paymaster. This is a safeguard, and by no means condemns the alternative employer method. If the agency defaults, it is the responsibility of the institution to pay the "employing agency's" share. If this means termination of the CWS job, the financial aid officer should find other suitable funds to help meet the students' financial need. Another alternative that has been used for a collective, cooperative or consortia of institutions is that of having a central office or organization become the "employer." This is the case with statewide off-campus programs and Urban Corps projects.

Before anything else can be decided about work, compensation, benefits and relationships, the question of who is the "legal employer" has to be settled. It is this relationship and the administrative and personnel services this responsibility carries with it that can make or break an off-campus program. Once it is decided, other supervisory and administrative details and decisions can be made based on the agency-institution relationship. To put it briefly -- someone must be in charge or responsible for the administration of the program.

The following list enumerates some of the "Preconditions for Employer Participation" which they must meet before they are eligible to participate in the College Work-Study Program.

(a) Civil Rights Compliance - Discrimination is prohibited.

"No person in the United States shall, on the ground of race, color, or national origin be excluded from participation in, be denied the benefits of, or be

subjected to discrimination under any program or activity receiving Federal financial assistance."

b. Non-Profit Status - In order to be considered non-profit, an organization must be incorporated as such under State Law. An acceptable test which may be relied upon in determining an organization's non-profit status is its classification by the Internal Revenue Service as a Tax-Exempt organization.

c. Work Performed is in the Public Interest - The services to be provided by students in their employment with organizations off-campus must be of broad benefit to the population at large in order to be considered in the public interest.

d. Displacement of Regular Workers Prohibited - Employment under the College Work-Study Program must not result in the displacement of employed workers or impair existing contracts for services. It is the intent of the program to create new and expanded job opportunities. Employers are cautioned against the use of students in jobs which traditionally and customarily have been filled by employment of full-time personnel from outside the organization.

e. Religious Involvement Prohibited - College Work-Study positions must not involve the construction, operation, or maintenance of any facility that is used or is to be used for sectarian instruction or as a place for religious worship. The particular position to which the student is assigned must not involve in any way the sectarian instruction or the religious activities of an organization.

f. Political Involvement Prohibited - Work provided under the College Work-Study Program must not involve any partisan or non-partisan political activity.

g. Dues and Fees Prohibited - No employer, whether public or private, may solicit or permit to be solicited from any student: 1) fees; 2) dues of any kind; 3) compensation of any kind; 4) a commission of any kind; 5) a gift or gratuity of any kind as a condition or pre-requisite for the student's employment. For example, if a student is required to belong to a union and pay dues as a condition of employment, then those dues must be paid for by the employer rather than by the student from his compensation while employed under the program."[5/]

"The public or private non-profit organization must be a responsible employer with professional direction and staff. The work to be performed by the students must be adequately supervised.

Employment under the program must be governed by such conditions of employment, including compensation, as well be appropriate and reasonable in the light of such factors as type of work performed, geographical region, proficiency of the employee, and applicable Federal legislation.

Agencies which may use students under this program include almost any public (Federal, State, County, or Municipal) office, agency, or program or any private non-profit service organization, agency, program or corporation."[6/]

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5) Policies and Procedures for Employers, Montana State University, V pp. 2-3.

6) Ibid.

Examples of Placements

The following categories of employment are examples which have been found acceptable and unacceptable in the past by the Office of Education. The areas which seem to be the most popular are 1) recreation, sports, leisure-time activities, 2) services for the mentally, physically emotionally handicapped, 3) employment services, services for the economically disadvantaged, emergency relief, 4) elementary, secondary education, 5) higher education, and 6) health services.

The most popular types of agencies are YMCA/YWCA, city parks and recreation departments, half-way houses, rap centers, crisis clinics, Goodwill Industries, teaching assistants in elementary schools, public and private hospitals, and student services in other institutions of postsecondary education.

Those jobs which seem to be found to be unacceptable and reoccur often are church work (usually ends up being clerical work), chamber of commerce, campus Christian ministries, religiously affiliated community centers, and summer camps that have a religious orientation. Another questionable category is political jobs as administrative assistants to a specific governmental official, rather than employment with a specific agency within the governing unit such as welfare, housing.

This doesn't mean these types of jobs should be excluded since each job should be examined on its own merits. These are simply employment situations which have proved troublesome in the past.

Social Security/Workmen's Compensation

Two approaches to the responsibility for payment of social security, workmen's insurance are prevalent (a & b), but a third possibility is also offered. All three are used by institutions or programs having off-campus work-study programs.

(a) Added to the employer's share of the student's compensation will

be the social security payments for the pay period, the required amount for workmen's compensation and/or the necessary industrial accident insurance premiums depending on the individual agency or state laws covering worker insurance. This amount is over and above the portion of the salary either sent to the institution as "employer" share or budgeted if the "employer" also pays the student. It is not included in the percentage of gross wages but over and above wages. In the case of the billing of the employer, the institution will list separately the amounts owed for each category.

(b) This method has a fixed percentage paid by the "employer" co the institution or to whomever is the "actual employer." The fixed percentage includes social security, workmen's compensation and other required compensations. Therefore this percentage combines gross wages and benefits as the employer's share which is collected by the "actual employer" and used to pay administrative costs, student salaries and benefits. (The Virginia Plan uses this method.)

(c) The third procedure is that of having the employer as the "actual employer." In this example, the agency bills the institution for a percentage of the wages and includes in its budget the cost of social security, workmen's compensation, etc. Thus, only the federal share of wages is transferred since the institution is not the actual employer.

The previous discussion has been concerned with methodology and responsibility for payment of social security, workmen's compensation and other required benefits to be paid by the employer. The following is the explanation of responsibility for social security payments in Urban Corps Projects. It presents a similar approach to the different rationales for responsibility for payment of social security.

"The identify of the employer of students participating in an Urban Corps is an essential element in determining liability for social security contributions (both employer and employee). Where the institution is deemed the employer of participating students, the nature of the institution (whether public, private non-profit or proprietary), the classification of the student employment (whether part-time or summer), and specific provisions of Federal and state law govern the determination of social security coverage. Usually, if the student is found to be covered by social security under his employment by the institution, the off-campus agency will be required, under the terms of its agreement with the institution, to provide the employer's share.

Where the employer is the off-campus agency (i.e. Urban Corps), the nature of the agency and the classification of the student within the agency's employ will determine liability for social security. The Federal social security law provides for an exemption from coverage for employees of a state or subdivision thereof. A private non-profit organization may bring its employees under social security by filing a waiver certificate with the Federal Social Security Administration.

In the case of a public agency (e.g. an Urban Corps when operated as a part of the city government) coverage for participating students depends upon several factors. The agreement entered into between them (for itself and on behalf of its subdivision) and the Federal Social Security Administration specifies the classes of employees to be covered (if any)and specific exclusions from coverage, where such coverage is deemed by the state to be impractical or unnecessary. For

example, a state may exclude from coverage services performed in all or some categories of part-time or temporary employment." 7/

The only instance in which FICA need not be withheld in a check is when the student (employee) works for a 501(c)(3) organization/agency which has just started up, as one of the initial employees, he or she has the option not to have social security withheld. This is the only case unless a specific ruling is made by IRS on the Work-Study program. In the case of New York Urban Corps, students are considered employees of the City of New York. City employees have their own retirement deductions and do not have FICA deducted from their checks. Thus, the Urban Corps CWS students have no FICA deduction. Other state or municipal programs may qualify if they have an independent retirement or pension fund.

If you need further clarification of previous explanations and/or have specific questions or technical problems in these areas, contact the Social Security Administration or your regional Internal Revenue Services office. There is an explanation of Social Security requirements in the CWSP manual in Appendix 9 (Revision, October, 1971).

Insurance Coverage

In the previous section, payment of social security, workmen's compensation and insurance was discussed. Accident coverage depends many times on state law. A statement describing the reporting process should be included in any manual describing policy and procedures for off-campus College Work-Study programs.

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7) Goldstein, Muhul and Donald de Parma, Considerations of Law and Policy, Urban Corps Document No. 5, pp. 32-33.

Two examples are:

1) "Students injured while employed under the College Work-Study Program are insured under Montana's Industrial Accident Board. Injuries should be reported to the Office of Financial Aid, via Industrial Form #37, revised. Completion of the last section of Form #37 should be left to the Office of Financial Aid." 8/

2) "Work-Study employees are covered by State Workmen's Compensation. If a student is injured on the job, the employer should complete the State Industrial Accident Commission (SIAC) form and send it to the PSU Payroll Office immediately. Portland State will submit it to SIAC." 9/

However, this may not fully resolve the issue of insurance coverage and your questions. The responsibility for insuring the scudent, both financial coverage and legally, must be resolved prior to the final placement of the student. The issue of which employer is liable when a student is injured has been a detriment in the expansion and development of off-campus work-study programs. The legal problem is discussed in "Liability for Injury to the Student" in Considerations of Law and Policy by Michael Goldstein and Donald da Parma.

The resolution of the problem can be simple. Contained in the contract between the agency and institution (both of whom can be considered under the law as employers) should be a clause which states that one of the agents is contributing to workmen's compensation and this is the exclusive remedy in

8) College Work-Study Program - Policies and Procedures for Employers, Office of Financial Aid and Employment, Montana State University, p. 9.

9) College Work-Study Manual, Financial Aid Office, Portland State University, p. 6.

the case of injury to the student. The contract can either be signed by the three parties, institution or program, employing agency and student. (The student by simply waiving rights is sued.) Or, the student, if not a co-signer, must enter into a separate agreement, with either the institution or agency, whichever is not the actual employer, acknowledging the exclusive remedy clause and waiving one's rights to sue. If you have any further questions or if the recommendations have been unclear, consult with legal counsel or your institution.

Taxation

The "employer is obligated to withhold from the student's compensation the appropriate amounts for Federal, state and local income taxes."[10] Therefore student CWS wages will be less these deductions and any other required deductions. However, students may have the option to waive withholding of federal taxes, if and only if, he/she paid no federal income taxes the previous year and did not anticipate having to pay any federal income tax during the current year. In this instance, the student must file Form W-4E to have wages exempt from federal withholding tax.

> "Students' income from CWS is includable in one's gross income for the year and the appropriate forms must be filed. However, in certain limited cases, income derived from participation in an Urban Corps may be excluded from taxable income. This may occur when the work experience is an integral part of the degree requirement at the student's institution. In such a case, the compensation may fall within the definition of "scholarships and fellowship grants" under Sec. 117 of the Internal Revenue Code of 1954. This exclusion is available only when the work experience is required of all candidates for the degree

10) Goldstein and da Parma, Considerations of Law and Policy, p. 31.

sought. However, the Urban Corps would not be remiss in withholding and remitting income taxes in all cases, allowing those students who may claim this exclusion to obtain reimbursement through the normal filing and refund procedure."[11]

Employer/Federal Share of Compensation

The federal regulations "...provide that the federal share of the compensation of students employed in the Work-Study Program in accordance with the agreement will not exceed 80 percentum of such compensation." This is a maximum contribution and the specific formula of contribution is left up to the individual institution or program. The primary reason for institutions altering the federal share percentage is an effort to make College Work-Study monies go farther through a decrease in the contribution. Many programs have lowered this contribution to 70% of the gross wages.

Other institutions or programs have just stated that the employers' share will be "X", which includes an administrative cost tax, social security, etc. (discussed in a prior section). Another "charge" levied by some institutions or programs (or sometimes it is included in the employer percentage, as done by the Virginia Program) is administrative costs as high as 5% or 10% which is added to the compensation bill. This covers the costs of administering the whole CWSP, including the required records to be filed with the federal government.

There are several interpretations by institutions and programs of what should be included in the agencies' share of the contribution and how large it should be. One approach has been to set a fixed percentage which would include social security, federal withholding tax, and insurance.

11) Ibid. p. 32.

Some other programs have included in the contribution percentage administrative costs for the programs. These are approximately 5%, as in the Virginia Program. It asks for an employer contribution of 31% which includes 20% for salary, 6% for tax, social security, income, etc.; and about 5% to cover administration of the program. A third approach is to receive the 20% share plus a specific amount for taxes, social security and 5% administrative costs (Montana Compact).

It is legal under CWS rules for an institution or program to charge for additional administrative costs if these relate to the increased costs of the administration of that job. If additional administrative costs are charged due to increased expenses, no profit can be made. "Federal funds provided for the College Work-Study Program cannot be used to overreimburse the institution for program costs. For example, if the sum of the federal share and the share contributed by an off-campus agency exceeds 100 percent of the students' compensation, the amount in excess of compensation may be used only to pay legitimate costs of the program."[12/]

The financial aid administrator must decide what is the fairest contribution policy which will maximize the use of CWSP dollars, maximize the number of jobs without alienating employers who feel another institution would make the agency pay a lower percentage, and have the best benefits for the students participating in the CWSP. Also, the financial aid administrator must decide whether it is necessary to include in the billing process administrative costs or make it an additional notation on the billing which includes contribution, social security, insurance, etc. Similar decisions will have to be made if the agency is the "actual

12) College Work-Study Manual, Office of Education, Chapter 6, p. 6 (revised 9/70).

employer," however it will be for its own budgeting/payroll purposes. No matter who is the actual employer, the institution always decides the percentage shares of contribution by itself and the agency or organization employing the student. (Also, see Payroll Procedures section which includes examples of the contribution process.)

Collection of Contribution/Share of Salary

There are several different methods used by institutions, organizations and consortia to collect the federal or non-federal share of salary contribution depending on which "group" is designated as the employer.

(1) The method which has the least amount of paper work, but is the most efficient, is the payment of the full salary contribution in advance or at the beginning of each term. This would include payment of the fringe benefits and any administrative costs. Any unused portions of these monies (the agency/employer's share) would be returned at the end of the term. This is much easier procedure for the off-campus Work-Study program that has the institution as the actual employer, since it requires a smaller initial outlay of money than if the agency were the actual employer. In fact, it may be too large an outlay of cash for an institution or an agency, though it has been done by some agencies. Although it may not be the most realistic way to pay the share of the salary, it decreases the amount of paper work and the time used.

(2) The procedure which is used by most institutions, and preferred by a very large number of financial aid officers, is that of billing the actual employer monthly. Usually this billing process coincides with the payroll procedures and schedule of the actual employer. (See Payroll Procedures for sample forms and methods.) By having the employer billed once a month, with either group designated the "actual employer," the administrative ef-

fort is aimed at developing a systematic collection and payroll system which does not require too large a cash outlay and co-ordinating it in the best possible way with the "actual employer's" pay schedule.

An alternative long-term billing process suggested by one institution which seems to be a compromise between the first and second examples is a quarterly billing process (June, September, December, March). In this way, billing takes place prior to some of the work, i.e. June being a billing for Summer CWSP employment, or one could use it as a procedure for the end of a quarter billing. This could be a happy medium between the first and the second since it does not require a large financial outlay but is a billing process covering a longer period than one month. Also, it requires less paperwork and administrative supervision to determine whether the monthly installment has arrived. This is used successfully at Portland State University, which has a large off-campus Work-Study program.

(3) A third method favored by the surveyed financial aid officers and other off-campus programs was billing at the "end of each pay period." For many institutions, this may be the same as a monthly billing but could possibly mean a bi-weekly pay process which would entail a great deal more paper work.

In the second example, the billing process needs to correspond to the pay schedule, since billing for monies could occur every month while CWSP students would be paid every two weeks as are the other employees in the agency. The most important point is that a billing system is developed which can easily fit into the payroll procedure of the actual employer and provides the necessary administrative information to the financial aid officer in order to fill out the required federal reporting forms and make sure the student is earning enough for his/her financial need package.

The other important component part of the billing system is that it is convenient for the "student's employer" so that agreement is not terminated due to delinquent payments of the agency's share of the wages and compensation.

Nonpayment of Employer's Share

The penalties for non payment of the employer's share must be specifically stated in the contract between the institution and the agency. Any statement will first define terms of delinquency of payment and non payment of shared contribution. Included in that section must be notification of possible legal action.

This problem has arisen and caused termination of CWSP jobs. Sometimes the programs have carried the student for a period of time until it became clear there was a breach of contract as to the obligated contribution of the agency. No specific length of time has been mentioned before termination of the contract. For example, notices of delinquent accounts are sent on a quarterly basis at Northeastern University, which works effectively. The most effective way to prevent difficulty is to have a payroll system and billing procedure that can be monitored by the financial aid staff. Also, students should be made aware of their responsibility to report to the aid office any irregularities in the size and consistency of payment of the checks.

Job Description

A job description has several significant purposes for a College Work-Study program. First, it describes to the aid officer the type of job(s) available, thus assisting him/her to make a decision as to whether the job qualifies under the federal guidelines. Secondly, it gives the aid officer

material to include in a list of eligible placements for CWS students. Thirdly, it helps the CWS student select what type of employment, especially off-campus, in order to best relate to the student's educational or career objectives. Fourthly, it helps the aid officer, student, and employer determine the number of hours of work required at the specific wages for the student to meet his/her financial need. In the example of students selecting sites to interview, it gives them an opportunity to make choices. Fifth, when students are the initiators of the off-campus placement, either term time or summer, the job description is the means by which the aid officer can make a decision as to whether the employment meets the federal guidelines. Last but not least, it requires the employers to set down on paper what expectations he/she has for the CWS student while employed. This would be the basis for an agreement between the student and employer for a work product but not a contractual agreement which is entered into between the institution/program and the agency/employer/organization.

Some items which should be included in the job description are: name of business, purpose, type of job, duties/responsibilities, skills needed, wage, length of employment (beginning and ending dates), agency supervisor, and telephone number.

Termination

If at any time a termination of employment occurs, the reason for termination must be sent to the financial aid officer responsible for the CWSP as soon as notice has been given by either the student or employer. This would include a termination during the last days of employment. Such a procedure is necessary for future placement purposes, institutional-employer relations, student placement, and administrative record keeping.

Unsatisfactory Work Situation

Occasionally after a placement process which includes student interviews with the prospective employer, a job will not be satisfactory either because of the tasks or student's performance. First, the employer and student should try to resolve the difficulties prior to any formal termination or other appropriate action. If all discussions fail, a two-week notice should be given by either party and the individual case referred to the supervisor for CWSP in the financial aid office. Usually a different position can be found for the student which fits his/her interests and expectations.

Any grievances should be worked out whenever possible between the student and employer. The financial aid officer or faculty representative would partake in a discussion when either of the parties feel their participation might be beneficial. Hopefully, the differences can be reconciled. But all grievances should be formally written and sent to the financial aid office and become part of the evaluation records of the agency. These will be beneficial in future program planning and placement of CWSP. (See Evaluation Section for sample evaluation forms.)

Supervision

Supervision will be the responsibility of the agency/organization which employs the student. Only when extenuating circumstances exist or when academic credit is offered during the work experience would other supervisory or advisory persons be involved.

Wages

Wages rates for work-study must meet the appropriate federal and state requirements for hourly minimum wage. Usually, students working in off-campus CWS jobs receive a higher hourly wage. However, each CWS job wages should enable the student to earn enough to meet his/her financial need and not burden the academic program. Salaries can be negotiated between the student and/or financial aid officer and employer. However, students working in the off-campus College Work-Study program should not be paid in a disproportionate salary (high or low) to the workers doing similar tasks having similar responsibilities. It is the responsibility of the financial aid officer in the end to fix the student's hourly wage and the maximum number of hours to be worked per week. This decision takes into consideration such things as need, academic program, job requirements, and academic achievement of the student.

Payroll Procedures

No one payroll process is best for CWSP. There are several determinants as to which is best to choose for your program, both on and off-campus. Two of the primary influences are (a) the agency's or institution's payroll schedule and procedure, (b) the method of billing one chooses (see Employers Share/Contributions). Other factors to be taken into consideration are the data processing policy and sophistication at the agency or institution, whichever is the actual employer of the student.

As was stated in the introduction, the purpose of the manual is to provide information in order that aid officers can develop or expand current off-campus CWS, and to provide examples and suggestions for the administration of off-campus CWSP. The following pages give examples of different payroll procedures and materials used by several different types of Work-Study programs.

An effort has been made to give a cross-section of approaches to the payroll process; however, there tends to be some similarity between the processes. Probably the largest variation is in the style and number of the forms used, not in their content since the required data is basic to every program.

Examples that are attached try to provide several different payroll procedures to enable you to develop a system which can be used at your institution or improve the one you already have. The examples are from public and private institutions and statewide programs.

1. Simmons College: cover letter, institutions memo to employers, Weekly Time Record and Earning Form (which has two carbon copies) and sample pay schedule. (pp. 78-81)
2. Ball State University: cover letter, student employee payroll instructions, sample time sheet and instructions, employer payroll instructions, off-campus student employment authorization form. (pp. 82-36)
3. The Virginia Program: payroll procedure explanation; Time report card. (p.87)
4. Montana State University-Montana Compact: explanation of payroll system, College Work-Study certification card, payroll card, and signature authorization card. (pp. 88-92)

SIMMONS COLLEGE
300 The Fenway
Boston, Massachusetts 02115

Office of
Student Financial Aid

Dear Agency:

For our auditing purposes, we would like a notarized statement of your non-profit status under the laws of your state. In order to be non-profit, an organization must be incorporated as such under state law. In your statement would you please include your classification as determined by the Internal Revenue Service.

Your immediate response to this letter would be most welcomed. If you have a brochure describing the functions of your agency, would you please enclose a copy with the above letter.

Thank you for your cooperation.

Sincerely,

Elaine Glick
Work-Study
Coordinator

EG/ch

Financial Aid Office
Simmons College
300 The Fenway
Boston, Massachusetts 02115

TO: Departments and Agencies participating in the Simmons College Work-Study Program

FROM: Elaine Glick, Work-Study Coordinator

RE: Important instructions regarding your participation in the College Work-Study Program

PREPARATION OF THE WEEKLY PAYROLL REPORTS: Sufficient copies of the Simmons College Work-Study voucher have been enclosed to meet your present needs. A voucher must be filled out in triplicate each week and should list all Simmons College students employed by your agency. The fiscal week runs from Sunday through Saturday, therefore, completed vouchers should always bear a Saturday date in the "period ending" box. Please be sure that the forms have been completed and signed by an authorized individual. The pink copy should be kept for your records and the other two copies forwarded weekly to me at the Financial Aid Office address listed above. Vouchers must reach this office by Tuesday of the following week to assure students' prompt payment. Vouchers must be submitted each week and should never be held and submitted at the end of the month. If the voucher is received on time, the student's check will be issued on Friday to cover the preceeding work week. Please remember that Work-Study students are Financial Aid students who depend upon your regular submission of their vouchers.

DAILY PAY: Students are paid on an hourly basis; therefore, hours reported on the voucher must be hours worked. Supervisors are expected to keep a daily record of each student's hours and under no circumstances should students be allowed to complete or sign their own vouchers. Under the Work-Study program, no provision can be made for holiday or lunchtime pay. If an Agency is open on a legal federal holiday and a student does work, a note written by the supervisor stating so must be submitted with the voucher.

LENGTH OF EMPLOYMENT: Employers should note on the referral form the average weekly hours approved for each student worker and the total amount of funds each student is eligible to earn. Employment in excess of the approved schedule may not be covered by Work-Study funds. Students are entitled to be employed only for the period indicated on the referral form, and any changes to be made must be cleared through our office. Eligibility of each student to continue employment will be determined at the end of the Work-Study term.

If any questions or problems as to the student's conduct, termination, payroll, etc. should arise, I should be notified immediately at 617-738-2117.

STUDENT FINANCIAL AID OFFICE
SIMMONS COLLEGE
300 THE FENWAY
BOSTON, MASSACHUSETTS 02115
738-2117

SIMMONS COLLEGE
COMPTROLLER'S OFFICE COPY

COLLEGE WORK-STUDY PROGRAM

Weekly Time Record and Earnings Form for the Period
Beginning Saturday, , 19 , and Ending Saturday, , 19

(Name of institution or agency) Telephone

Address City and State

NAME OF STUDENT(S)	RATE PER HR.	NUMBER OF HOURS							TOTAL HOURS	GROSS EARNINGS
		S	M	T	W	T	F	S		

I hereby certify that the above is a true statement of the hours worked by each student listed, and that each student listed has performed her assigned job in a satisfactory manner.

Please forward the first two copies to Simmons College Financial Aid Office as soon as possible after the completion of the work week (not later than Tuesday of the week following). The pink copy is for your own records.

(Signature of project supervisor)

Date 19

SIMMONS COLLEGE
Student Financial Aid Office
300 The Fenway
Boston, Massachusetts 02115

College Work-Study Program
Spring 1975 Pay Period Schedule

Payroll Period Dates	Timesheets due in Financial Aid Office*	Date Checks Issued
Jan. 19- Jan. 25	Wednesday Jan. 29	Monday Feb. 3
Jan.26- Feb.1	Wednesday Feb. 5	Monday Feb. 10
Feb.2- Feb. 8	Wednesday Feb. 12	Monday Feb. 17
Feb. 9- Feb. 15	Wednesday Feb. 19	Monday Feb. 24
Feb. 16- Feb. 22	Wednesday Feb. 26	Monday March 3
Feb.23- March 1	Wednesday March 5	Monday March 10
March 2- March 8	Wednesday March 12	Monday March 17
March 9- March 15	Wednesday March 19	Monday March 24
March 16- March 22	Wednesday March 26	Monday March 31
March 23- March 29	Wednesday April 2	Monday April 7
March 30- April 5	Wednesday April 9	Monday April 14
April 6- April 12	Wednesday April 16	Monday April 21
April 13- April 19	Wednesday April 23	Monday April 28
April 20- April 26	Wednesday April 30	Monday May 5
April 27- May 3	Wednesday May 7	Monday May 12
May 4- May 10	Wednesday May 14	Monday May 19

* Timesheets must reach the Financial Aid Office before Noon on Wednesday for students to be paid on Monday.

BALL STATE UNIVERSITY / MUNCIE, INDIANA 47306

STUDENT AFFAIRS
Office of Student Financial Aids

We have received the Work-Study Agreement and the names of the Ball State students you will be employing this Summer.

Enclosed is a Work-Study Employer Instruction Sheet, a supply of Work-Study Student Time Sheets, and a supply of envelopes for your convenience in returning the time sheets to us. These materials should be forwarded to the supervisor or bookkeeper who will be responsible for the payroll accounting.

We will be forwarding the June, July, and August pay checks to you for distribution to the students. The students will be able to pick up the September 10 and September 24 checks from the Ball State Cashier after they arrive on campus in the Autumn.

If you have any questions regarding the payroll procedures, you may call Mr. David Mercer of our Business Office as outlined on the instruction sheet. Other questions regarding the operation of the program should continue to be directed to our office.

Thank you for your cooperation.

Sincerely yours,

BALL STATE UNIVERSITY

John H. Starnes

John H. Starnes
Assistant Director
Student Financial Aids

JHS:rms

Enclosures

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W58

BALL STATE UNIVERSITY
STUDENT EMPLOYEE PAYROLL INSTRUCTIONS
1975 OFF-CAMPUS SUMMER WORK-STUDY

In order to be paid as scheduled, students must adhere to the following requirements:

1. Obtain a Work-Study Student Time Sheet from your employer.
2. At the beginning of each pay period sign your full proper name (no nickname), and enter your Social Security number on the time sheet.
3. Fill in the name of the agency for which you are working in the space marked "Department or Service" and the ending pay period date.
4. Record your time daily on the time sheets by using the nearest quarter hour in decimals (example - 8:00=8.00; 8:15=8.25; 8:30=8.50; 8:45=8.75, etc.).
5. Enter the total hours worked each day to the nearest quarter hour.
6. Turn in the time sheets to your supervisor promptly on the day each pay period ends. (See schedule below.)
7. Time sheets turned in late or unsigned by you or your employer will not be paid until the next pay period.
8. Checks will be mailed to your employer for distribution on the dates shown below. September 10 and September 24 checks can be picked up at the Cashier's window in the Administration Building on campus.

1975 - STUDENT PAYROLL SCHEDULE

Pay Period Ends	Checks Mailed to Employers for Distribution
June 4, Wednesday	June 18, Wednesday
June 18, "	July 2, "
July 2, "	July 16, "
July 16, "	July 30, "
July 30, "	August 13, "
August 13, "	August 27, "
August 27, "	September 10
September 10	September 24 (Student picks up check at B.S.U.)

SE2
WS4

BALL STATE UNIVERSITY
TIME SHEET INSTRUCTIONS

1. Have the student verify the correctness of the hours worked by signing the time sheet. It is your responsibility to see that the students properly record their time.

2. Time "IN" and "OUT" must be shown for each day.

3. Total the hours worked to the nearest quarter hour and enter as a decimal in the space provided at the bottom of the time sheet. (Example: 39¼ hours = 39.25; 39½ hours = 39.50; 39 3/4 hours = 39.75, etc.)

4. Sign your name on each time sheet certifying that the student has worked the hours shown.

5. Indicate your agency's name on the line marked "Department or Service."

Student Time Sheet
BALL STATE UNIVERSITY

Period Ending June 4 , 19 75

Day	Date		Beginning A.M. IN	Beginning A.M. OUT	Beginning P.M. IN	Beginning P.M. OUT	Extra Period IN	Extra Period OUT	Total Hours	Remarks
Thur.										
Fri.										
Sat.										
Sun.										
Mon.										
Tues.	5	27	8:00	12:00	1:00	5:00			8	
Wed.	5	28	8 00	12 00	1:00	5 00			8	
Thur.	5	29	8 00	12 00	1:00	4:15			7 15	
Fri.	5	30	8 30	12 00	1:00	5:00			7.5c	
Sat.										
Sun.										
Mon.	6	2	8 00	12 00	1 00	5 00			8	
Tues.	6	3	8 00	12 00	1 00	5:00			8	
Wed.	6	4	8 00	12 00	1 00	5:00			8	

Allen County Extension
Department or Service

Total number hours worked the period 54.75

I do hereby certify that the above record totaling 54.75 hours is a correct record of the hours worked by me for Ball State University for the period indicated and that no part of the amount due for these aforesaid hours of service has been or is to be, directly or indirectly divided with or paid to any other person on account of or by reason of such employment.

Certified Charles J. Smith
Supervisor

Employee's Signature John E. Student

Employee's Social Security No. 303 - 30 - 7033

Form 11-606 Approved by State Board of Accounts for Ball State University 1966

For Payroll Office Use: Ovt. Reg.

BALL STATE UNIVERSITY
1975 OFF-CAMPUS SUMMER WORK-STUDY PROGRAM
EMPLOYER PAYROLL INSTRUCTIONS

PLEASE READ CAREFULLY THE FOLLOWING INSTRUCTIONS:

1. Under no circumstances are you to pay any money directly to the student.

2. BALL STATE'S PAYROLL WEEK BEGINS ON THURSDAY AND ENDS ON WEDNESDAY.

3. A student may not work more than forty (40) hours a week (Thursday through Wednesday).

4. Work-Study funds may not be used for over-time wages or for paid holidays.

5. Work-Study students are ot to be paid for hours not worked--such as Summer Orientation, etc.

6. Collect all time sheets on the last day of each payroll period as indicated on the following schedule.

Pay Period Ends on These Dates 1975	Time Sheets Due at Ball State on These Dates	Checks Mailed to Employers for Distribution on These Dates
June 4, Wednesday	June 6, Friday	June 18, Wednesday
June 18, "	June 20, "	July 2, "
July 2, "	July 3, Thursday	July 16, "
July 16, "	July 18, Friday	July 30, "
July 30, "	August 1, "	August 13, "
August 13, "	August 15, "	August 27, "
August 27, "	August 29, "	September 10 (Student picks up
September 10	September 12	September 24 check at B.S.U.

7. Complete the time sheets as explained by the enclosed time sheet instructions.

8. Send completed time sheets in the enclosed envelopes to Mr. David Mercer, Room 201, Administration Building, Ball State University, Muncie, IN 47306.

9. Time sheets received late or unsigned by the student or employer will not be paid until the next pay period.

10. It is suggested that you keep duplicate time sheets or records of hours worked and wages earned by all students in your employ.

11. A statement for your share (20 percent) of all wages earned during the summer will be sent to you by October 15, 1975.

12. Forward a check or money order payable to Ball State University for your share of wages as shown on the statement.

13. If you have any questions regarding payroll procedures, please contact Mr. David Mercer, Area Code 317-285-1239.

AE3
WS5

FEDERAL COLLEGE WORK-STUDY PROGRAM
OFF-CAMPUS STUDENT EMPLOYMENT AUTHORIZATION

Agency

SEND TO: Office of Student Financial Aids, Ball State University, Muncie, IN 47306

NAME (Last) (First) (Middle)	Social Security Number	Job Title	Rate Per Hour	Hours to be Worked Each Week	Weeks to be Worked	Date Employment to Begin

Rev. 1-73
AE2
WS3

Date

Signature of Supervisor or Director of Agency

VIRGINIA PROGRAM
PAYROLL PROCEDURES

Students employed through The Virginia Program are paid on a monthly basis. Supervisors will receive "Time Report Cards" on which they record the hours students have worked in a given month (See below). This card, when completed, will be computer-processed; therefore, mutilating or defacing it will contribute to inaccurate payroll information. Each organization should devise a means of keeping student time on a daily basis. After being validated by students and their supervisors, "Time Report Cards" are to be mailed, on the last working day of the month, to The Virginia Program office.

Students will receive paychecks from their supervisors on or near the fifteenth (15th) day of the month following the last day of the pay period. It is realized that students will, in all probability, receive checks less frequently and on dates different from regular employees. Students have been informed as to when they may expect their checks. Payroll procedures allow six (6) days for "Time Report Cards" to be transmitted to The Virginia Program office, three (3) days for preparation of payroll vouchers which are submitted to the State Comptroller's Office in Richmond, four (4) days for the State Comptroller's office to process and transmit checks to The Virginia Program office, and two (2) days for the checks to reach the supervisors after they are mailed by The Virginia Program office. The processing of any "Time Report Card" not received by The Virginia Program office on or before the deadline, the 6th day of the month, must, of necessity, be deferred until the next payroll is processed.

(Reproduced from The Virginia Program Guide, page 5)

Soc. Sec. Number	Name	User Agency	Period Ending

VIRGINIA PROGRAM COLLEGE WORK STUDY

TIME CARD

For Period _____ Through _____

Employee's Certification: *I Hereby Certify that this Time Record is correct.*

_____
Student's Signature Date

_____
Supervisor's Signature Date

Week of	S	M	T	W	T	F	S	Total

Total Hours _____

MONTANA STATE UNIVERSITY
THE MONTANA COMPACT

X. THE PAYROLL SYSTEM

After the student has been hired under the College Work-Study Program, the completed Certification Card, Information Data Form Card, and Permanent Address Card must be returned to the Financial Aid Office at Montana State University, Bozeman, Montana 59715. (See samples on following pages) Upon receipt, payroll time cards will be prepared and returned to the employer.

At the end of each pay period, the employer must complete a payroll time card for each student. Each pay period begins on the first day of each month and ends the last working day of the month. The payroll time card must be signed by the employer and the student and mailed to the Financial Aid Office by the 3rd of the following month. Since the payroll is processed only once a month, late receipt of time cards will result in non-payment for work done until the next pay period. The Financial Aid Office processes the payroll time cards and prepares a warrant for each student. This procedure requires approximately 10 days. The paychecks are mailed on the 15th of the month to the student's specified address. Following each pay period, employers are billed for their share of the payroll.

The Financial Aid Office at Montana State University, Bozeman, Montana, as state coordinator for the College Work-Study Program in Montana, functions as the payroll clearing house for students employed under this program. Payroll time cards are received andprocessed andall payroll checks are distributed from this office. At the conclusion of the calendar year, W-2 forms are prepared and distributed to the student's permanent home address.

(Reproduced from the College Work-Study Program, Policies and Procedures for Employers, pages 8-9)

COLLEGE WORK-STUDY CERTIFICATION CARD — ACADEMIC YEAR 1974 - 75

STUDENT DATA	NAME: LAST	FIRST	MIDDLE	SOCIAL SECURITY	PERIOD OF ELIGIBILITY
(for official use only)	INSTITUTION CLASS CODE A CODE B	AUTHORIZED AWARD		AUTHORIZED SIGNATURE - INSTITUTION	

TO EMPLOYER: The above student has qualified for employment under the college work-study program for the period indicated. The authorized award is the maximum amount the student may earn during the period of eligibility. No payment of wages can be made until this card is returned to the Office of Student Financial Aid and Employment, Montana State University, properly completed. See reverse side.

STUDENT CERTIFICATION: I understand that the authorized award is the maximum gross amount that I may earn for the period indicated and that this offer is conditional upon my satisfactory performance on the job.

EMPLOYER CERTIFICATION: This is to certify that the above student has been employed by our Department/Agency and that work performed will be in compliance with Work Study regulations.

STUDENT'S SIGNATURE _____ DATE _____ EMPLOYER'S SIGNATURE _____ DATE _____

DO NOT DETACH

COLLEGE WORK-STUDY EMPLOYEE INFORMATION DATA FORM

New ☐ Change ☐

Print in ink or use typewriter for all entries except signatures—Check blocks that apply. See Reverse Side.

Full Name _____ (LAST, FIRST, MIDDLE/MAIDEN) SOCIAL SECURITY NUMBER _____

Permanent Mailing Address _____ (NUMBER AND STREET, CITY, STATE, ZIP CODE)

Address for Mailing Salary Warrant or Check _____ (NUMBER AND STREET, CITY, STATE, ZIP CODE)

Date of Birth _____ No. Exemptions for Tax Purposes _____ American Citizen Yes ☐ No ☐

Married ☐ Single ☐

Name of Employer _____ Male ☐ Female ☐

Job Title _____ Wage Rate _____

I certify that the number of withholding exemptions claimed on this data form do not exceed the number to which I am entitled.

Employee's Signature _____ Date _____ 19__

DO NOT DETACH

Official Use Only

Name _____ (LAST, FIRST (PLEASE PRINT), MIDDLE/MAIDEN)

Permanent Address _____ (NUMBER, STREET)

_____ (CITY, STATE, ZIP CODE)

DO NOT DETACH

TO BE COMPLETED BY EMPLOYER	EMPLOYER CODE NUMBER	WORK STUDY JOB TITLE	HOURLY RATE
JOB DESCRIPTION			

DO NOT DETACH

WORK SCHEDULE:

(Check appropriate work-week and work-day schedule)

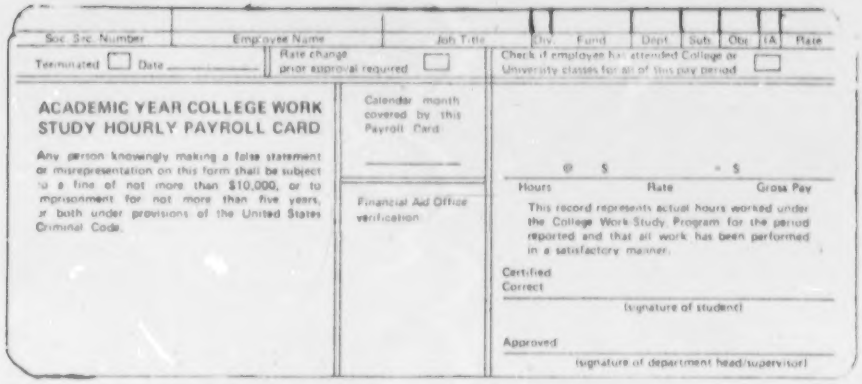
- Regular 40 hour work-week begins 8:00 a.m. Monday ☐
- Regular 40 hour work-week begins 8:00 a.m. Sunday ☐
- Other (explain) ☐
- Workday 8:00 a.m. - 5:00 p.m. Lunch 12 noon - 1:00 p.m. ☐
- Other (explain) ☐

Date began this job_____

MAKE CERTAIN TO FILE NEW INFORMATION DATA FORM WHEN ADDRESS FOR MAILING WARRANT OR CHECK CHANGES

DO NOT DETACH

MONTANA STATE UNIVERSITY
MONTANA COMPACT
PAYROLL CARD
(front and back)



Soc Sec Number	Employee Name	Job Title	Div.	Fund	Dept.	Sub.	Obj.	IA	Plate

Terminated ☐ Date _____ | Rate change prior approval required ☐ | Check if employee has attended College or University classes for all of this pay period ☐

ACADEMIC YEAR COLLEGE WORK STUDY HOURLY PAYROLL CARD

Any person knowingly making a false statement or misrepresentation on this form shall be subject to a fine of not more than $10,000, or to imprisonment for not more than five years, or both under provisions of the United States Criminal Code.

Calendar month covered by this Payroll Card: _____

Financial Aid Office verification

@ $ _____ = $ _____

Hours | Rate | Gross Pay

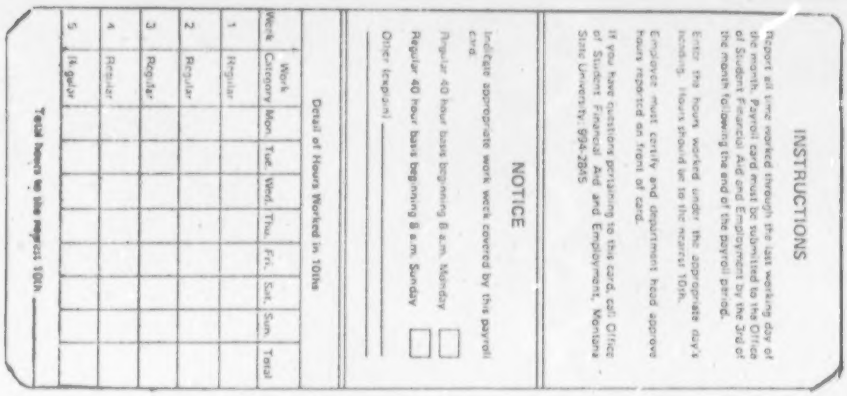
This record represents actual hours worked under the College Work Study Program for the period reported and that all work has been performed in a satisfactory manner.

Certified Correct

_____
(signature of student)

Approved

_____
(signature of department head/supervisor)



INSTRUCTIONS

Report all time worked through the last working day of the month. Payroll card must be submitted to the Office of Student Financial Aid and Employment by the 3rd of the month following the end of the payroll period.

Enter the hours worked under the appropriate duty's including hours should all be the nearest 10th.

Employee must certify and department head approve hours recorded on front of card.

If you have questions pertaining to this card, call Office of Student Financial Aid and Employment, Montana State University, 994-2815

NOTICE

Indicate appropriate work week covered by this payroll card.

Regular 40 hour basis beginning 8 a.m. Monday ☐

Regular 40 hour basis beginning 8 a.m. Sunday ☐

Other (explain) _____

Detail of Hours Worked in 10ths

Week	Work Category	Mon.	Tue.	Wed.	Thu.	Fri.	Sat.	Sun.	Total
1	Regular								
2	Regular								
3	Regular								
4	Regular								
5	(if any)								

Total hours to the nearest 10th _____

MONTANA STATE UNIVERSITY
COLLEGE WORK-STUDY PROGRAM
SIGNATURE AUTHORIZATION CARD

INSTRUCTIONS

Please provide specimen signatures of those authorized by your department/agency to approve College Work-Study payroll cards such as department heads, supervisors, secretaries, etc. IMPORTANT: A new Signature Authorization Card must be submitted for all persons if there is any change in the authorized signatures.

RETURN TO: Office of Student Financial Aid And Employment
Montana State University
Bozeman, Montana 59715

DEPARTMENT/AGENCY_____ EMPLOYER CODE NO._____

---COLLEGE WORK-STUDY SIGNATURE AUTHORIZATION CARD---

Specimen Signatures:

1._____ 2._____

3._____ 4._____

5._____ 6._____

7._____ 8._____

9._____ 10._____

Effective Date:_____ Financial Aid Office Verification_____

Evaluation

As in every program, some type of evaluation is necessary to help with future planning. Assessment and evaluation in College Work-Study serves more than just a planning purpose. The evaluation of the student's work offers an assessment of one's work abilities, strengths, and weaknesses. The evaluation of the employer by the student on the other hand, provides the employer with a perception of the job, the agency's working environment, and the strengths and weaknesses of the job as it relates to the students' needs, objectives, and interests.

The comments written by both the employer and the student, if made in sincerity, can be very helpful in program planning and procedures. The evaluation by the student can be very helpful to both institution and employer for their future planning, treatment of students and job development. Included in any evaluation or assessment should be some written observation of the financial aid officer or faculty member responsible for the placement. The evaluation of the student should be helpful in both his/her future employment and future job placements by the financial aid officer.

A few copies of evaluation forms follow and are identified as to whether they are for students or employer.

In offering examples of evaluation forms, two of the institutions used have one form for the student and another for the employer.

1) The Virginia Program: Student Inventory of Work-Study Experience, (three carbons, one sent to user agent, financial aid administrator, and student), student appraisal form (three carbons). (pp. 95,96)

2) Simmons College: Work-Study Evaluation Card for Student; Student Supervisors Evaluation Form. (pp. 97,98)

3) Boston University: Confidential Performance Report. (pp. 99,100)

Form VP 12

THE VIRGINIA COLLEGE OFF CAMPUS WORK STUDY PROGRAM
"THE VIRGINIA PROGRAM"

Student Inventory Of Work—Study Experience

1. Student _____ Age _____ Date _____
   Name

   _____ _____ _____
   College, University or School State Classification

2. Permanent address _____
3. Agency _____

4. Is this your first work assignment through The Virginia Program? _____ If no, supply the following information: agency (ies) and dates of employment
   Yes No

   Name of agency Period of employment

   _____ _____
   _____ _____
   _____ _____

5. Job title of current employment _____
6. Name of supervisor _____
7. Describe your duties _____

8. In the blank before each statement place the number which best reflects your appraisal of your work-study experience: 5–excellent; 4–above average; 3–average or satisfactory; 2–below average; 1–unsatisfactory

   _____ A. Relationship to academic interest
   _____ B. Relationship to civic interest
   _____ C. Quality of supervision
   _____ D. Attendance
   _____ E. Punctuality
   _____ F. Possession of skills required for assignment
   _____ G. Acceptance of opinion by employer and associates
   _____ H. Given assignments of increased complexity
   _____ I. Need for service performed
   _____ J. Contribution to agency
   _____ K. Enthusiasm for job
   _____ L. Happier with associates
   _____ M. Stimulation of aspiration
   _____ N. Awareness of services of agency at the beginning of employment
   _____ O. Awareness of services of agency at the termination of employment
   _____ P. Operation of The Virginia Program

9. In your opinion did the experience provide sufficient insights into people, problems, and society and an awareness and concern about public needs to justify, under a faculty or agency advisor, academic credit? _____
   Yes No

10. Percent of net income saved toward expenses of post-secondary (college) study for the coming academic year
    % _____

11. Please make any additional comments you wish _____

The original and two copies of this form are to be forwarded to The Virginia Program. The Virginia Program will retain one copy and distribute the others to the student's User Agent and the Financial Aid Administrator. The student should keep the fourth copy.

Form VP 10

TYPE OR PRESS HARD SO THAT THE LAST COPY IS LEGIBLE

THE VIRGINIA COLLEGE OFF-CAMPUS WORK-STUDY PROGRAM

"THE VIRGINIA PROGRAM"

STUDENT APPRAISAL FORM

1. Agency: _____ (Name) _____ (Telephone No.)

_____ (No. & Street) _____ (City or Post Office.) Va. _____ (Zip Code)

2. Student: _____ (Name) _____ (College or University) _____ (Classification)

3. Job Description: _____

4. Duties: _____

_____

_____

5. Place the number in the blank in front of each statement which best reflects your appraisal of the student based on the following scale: 5 - excellent; 4 - above average; 3 - average or satisfactory; 2 - below average, needed considerable assistance; 1 - unsatisfactory.

____ A. Enthusiasm for job
____ B. Attendance
____ C. Punctuality
____ D. Dependability
____ E. Ability to follow instructions
____ F. Willingness to accept responsibility
____ G. Willingness to follow instructions
____ H. Ability to organize work
____ I. Attention to necessary routine
____ J. Perseverance (remaining on on assignment until complete)
____ K. Progress in accepting and completing assignments of increased responsibility
____ L. Rapport with others
____ M. Social poise
____ N. Promise of future development
____ O. Awareness of the services rendered by agency or organization

6. Use this space for a general statement or additional comments about the Work – Study student.

7. Is your agency interested in employing Work – Study students during the summer of 1975? _____ (Yes or No) If the answer is "yes", how many? _____.

If this student is certified for employment by his or her financial aid officer for the summer of 1975, is it your desire that he or she be assigned to your agency? _____

8. Name of Supervisor: _____ (Type or Print) _____ (Signature) _____ (Date)

SIMMONS COLLEGE - WORK-STUDY EVALUATION CARD (Student)

Name (optional)_____ Date_____

Major field of study_____ Year_____

Agency or Simmons Dept. where employed_____

Rate per hour_____ Are your hours flexible? Yes____ No_____

(1) Description of duties:_____

_____

_____

_____

(2) Is this job related to your major and/or interests and skills? Yes____ No_____

Please explain:_____

_____

_____

(3) What do you consider the best features of this job?_____

_____

_____

(4) What do you consider the worst features of this job?_____

_____

_____

(5) Would you return to your present Work-Study job? Yes_____ No_____

Please explain:_____

_____

_____

Remarks (if any):_____

_____

_____

Student Financial Aid Office
SIMMONS COLLEGE
300 The Fenway
Boston, Massachusetts 02115

TO: Student Supervisors, Participating College Work-Study Agencies

FROM: Elaine Glick, Work-Study Coordinator

RE: _____

Your careful and frank answers to these questions will help us to place students in the most suitable and appropriate College Work-Study settings. We would appreciate your constructive comments regarding the performance of the above named student.

1) Work habits (prompt, industrious, strong sense of responsibility, accepts guidance and correction)
__Excellent, __Very Good, __Satisfactory, __Below Average, __Unsatisfactory
2) Management (efficient organizer in general and of own time in particular)
__Excellent, __Very Good, __Satisfactory, __Below Average, __Unsatisfactory
3) Phisical and Emotional health (energetic, mature, well adjusted)
__Excellent, __Very Good, __Satisfactory, __Below Average, __Unsatisfactory
4) Personality (patient, understanding, good common sense, pleasant)
__Excellent, __Very Good, __Satisfactory, __Below Average, __Unsatisfactory
5) Relationship with fellow employees (fair, impartial, positive approach, cooperative)
__Excellent, Very Good, __Satisfactory, __Below Average, __Unsatisfactory

Please add any other descriptions of the student's demonstrated capabilities, performance, and effort while working for your agency.

_____

_____

_____

_____

Thank you for your attention and cooperation.

Signature_____

Agency_____

Address_____

Phone_____

BOSTON UNIVERSITY
COLLEGE WORK-STUDY PROGRAM

CONFIDENTIAL PERFORMANCE REPORT

Victor R. Lindquist, Director
Office of Career Planning & Placement

It is recognized that the work experience which a student has outside of his formal training may contribute a great deal more to the individual than just a financial return. We are also aware that an objective evaluation of the student's work can function as a guide to the counselor and assist in the determination of a student's assets for career planning and eventual placement. Will you help us in this evaluation by carefully completing this confidential performance report and then mailing it directly to the Placement Office.

PART I

Student's Name _____

Job Title _____

Period Worked: Summer ☐ Academic Year ☐

Reason for termination _____

Brief description of duties _____

_____

_____

_____

Employing Organization _____

Supervisor's Name _____ Title _____

Entries on this report are based on (check appropriate box):

☐ Daily contact; close observation of student's work ☐ Frequent observations of student's work ☐ Infrequent observation of student's work

PART II

Considering what you now know about this student's character and abilities, check that box which indicates your attitude toward reemployment.

☐ Would not rehire ☐ Would be willing to rehire ☐ Would definitely desire to rehire

PART III

Indicate your estimate of the student by checking the appropriate box. As you consider each item, compare the student with other workers in the field whose abilities are known to you personally.

	not applicable	unsatisfactory	below average	average	above average	outstanding
Performance of regular duties	☐	☐	☐	☐	☐	☐
Regular attendance	☐	☐	☐	☐	☐	☐
Prompt arrival for work	☐	☐	☐	☐	☐	☐
Industry (working thoroughly and conscientiously)	☐	☐	☐	☐	☐	☐
Cooperation (working in harmony with others)	☐	☐	☐	☐	☐	☐
Initiative (taking necessary or appropriate action on own responsibility)	☐	☐	☐	☐	☐	☐
Judgment (thinking clearly; arriving at logical conclusions)	☐	☐	☐	☐	☐	☐
Economy (effective utilization of time and material)	☐	☐	☐	☐	☐	☐
Leadership (directing or influencing others toward a goal)	☐	☐	☐	☐	☐	☐

PART IV

In this section please describe the strengths or personal assets of the student which you feel are worthy of special commendation. What aspects of the student's performance or personality might be improved if they were called to the student's attention by a placement counselor? Attach additional pages if necessary.

_____

_____

_____

_____

_____

_____

_____

_____ Date _____

Signature of Supervisor

Mail Directly to: Boston University
College Work-Study Office
195 Bay State Road
Boston, Massachusetts 02215

CHAPTER VII

CONCLUSION

This guide has tried to explain in brief several topics relating to the administration and implementation of an off-campus College Work-Study Program. It has been the intent of this guide to offer suggestions and alternatives when possible so that the financial aid administrator may select the process, procedure or plan which best fits his/her institution's needs. There has also been an effort to clarify procedures in areas such as insurance, social security, payroll, and contracts, which have created a reluctance on the part of many administrators to develop or expand their off-campus program.

Several basic concepts expressed in this guide have been based on a premise that the future of CWSP will include significantly expanded off-campus programs. Also, the grant which sponsored this guide has been concerned with service-learning which is relating off-campus community service work experience to educational and career interests. This guide is a proponent of expanded off-campus College Work-Study and has tried to offer a variety of alternatives to improve off-campus work-sudy programming.

The student has been the focal point of the guide since it is he/she who benefits most through the earnings and experiences of the programs. By involving the student in as many facets of the program, including program planning, administration,prospective selection, the placement process and evaluation, a stronger program can be achieved. Research indicates that the more cooperative the CWS venture, the better the work experience and satisfaction of the student. Also, the Program will tend to be larger when there is input from students, faculty and administrators. From the small survey taken of financial aid officers, their conclusion was that it was important to

utilize students, faculty and administrators on the program planning process, not only for their experiences, but for their resources and contacts to build a broader program. Also, crucial to the off-campus program is the active support of the institution's administration through policy and action in the community as a public relations agent to gain new off-campus jobs for the program.

Two last points, one of which may seem slightly redundant, must be made. First, every effort should be made to develop placements that are "related to the students' educational objectives or be in the public interest and of a kind which would not otherwise be provided." [13] By trying to blend what President Ford called "the world of work and the world of education," College Work-Study program students will be gaining more than just money to meet their financial needs. It will also give the postsecondary education student an opportunity to earn academic credit for the related/relevant employment. This would require the institutions' faculty to become a part of the program in a supervisory or advisory capacity. They could take part of the supervision responsibility which has been more that of the financial aid officer in the past. This enables the officer to work on the administration of the programs and allows others to be responsible for supervision and evaluation but still report to the aid office at the end of the term.

Secondly, the realities of institutional politics are that pressures are brought on the financial aid officer to meet institutional job needs

13) Work-Study Contract, Simmons College, page 1.

first. This may present a difficult situation but the program is first for the students and not to take the place of other workers or prevent such job creation. It might be beneficial to recruit CWS students from proprietory schools to do many traditional on-campus jobs and to allow the college or university students to obtain off-campus employment which relate to their academic program and/or career objectives. Thus both types would be receiving relevant off-campus employment and fulfilling the guidelines set by the Office of Education.

The guide has not covered every inch of College Work-Study but has discussed a broad spectrum of issues and topics crucial to the development and expansion of off-campus College Work-Study Programs. We hope that it is helpful in expanding or initiating an off-campus college work-study at your institution.

Resource/Contact Person List

The following persons can be contacted for more information about off-campus College Work-Study Programs. This list in no way indicates all persons or programs who would be helpful in setting up off-campus programs nor does it include everyone who provided input for this guide.

Dan Bakinowski
Director
Massachusetts Intern Office
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